



The Corporation
of the City
of Cambridge

Minor Variance

City of Cambridge
Planning Operations Division
Planning Services Department
50 Dickson Street, 3rd Floor
Cambridge, Ontario, N1R 5W8
519.740.4650

Application for a Minor Variance under Section 45 of the Planning Act, R.S.O. 1990, Chapter P.13, as amended.

NOTE TO APPLICANTS:

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 of Cambridge Zoning By-law. In this form, the term “subject land” means the land that is the subject of the proposed amendment to the Zoning By-law.

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

COMPLETENESS OF 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. 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 have been provided.

This application form also sets out information (i.e. technical information or reports) that will assist the City, the Region and others in the planning evaluation of the proposed amendment. 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.

USING 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.

It is the responsibility of the applicant to research and evaluate the site and the proposal to ensure that the development will conform to the interests of the health, safety and welfare of future residents. Sufficient studies for the completion of the application should be carried out prior to submission and should be included with the application.

SUBMISSION OF THE APPLICATION:

An application submission must include:

- One original and one copy of the completed application form;
- The application fee as indicated in the Planning Services Department fee schedule;
- A scaled sketch showing all items required by Ontario Regulation 200/96, as described below (Maximum size 11 x 17in);
- If a new building(s) is proposed, a scaled plan and elevation view of the building(s);
- A key map;
- A completed and signed Contaminated Site Screening Questionnaire; and,
- Any other relevant plans, photos, or documentation that may contribute to the application.

SCALED SKETCH:

Proposed plans must be drawn on a single sheet, to scale and include:

- 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, rear lot line and side lot lines;
- The approximate location of all natural and artificial features that,
 - Are located on the subject land and on land that is adjacent to it, and
 - In the applicant's opinion, may affect the application;

Examples include buildings, railways, roads, watercourse, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks.

- 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 travelled 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; and
- The location and nature of any easements affecting the subject land.

* Measurements are to be in metric units.

The copies of the proposed site plan and application form will be circulated to the Regional Municipality of Waterloo, persons and public bodies prescribed by the regulations and any other person or public body that may have an interest in the application.

SUBMISSION REQUIREMENTS:

To assist in the review of the proposed minor variance, the City of Cambridge, Region of Waterloo and other public bodies may require that certain types of studies or reports be prepared in support of the proposed amendment. These may include; lot grading and

drainage, traffic impact, noise, archaeological, heritage, environmental and hydrogeological etc. The need for and the timing of these studies, if required, will be identified during the review of the application.

PROCESS:

1. The formally submitted application is reviewed by Planning Operations staff to ensure all prescribed information and the required fee has been provided. Incomplete applications will not be accepted, and the applicant will be notified by staff of any deficiencies.
2. If the application is complete, a “Notice of Application” will be circulated to owners within 60 metres of the subject property and various departments and agencies for comment (35 metres for single and semi-detached dwellings). The applicant will be instructed to post a Development Application Notification Sign on the subject property.
3. 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.
4. Following the hearing, notice of the decision of the Committee of Adjustment will be provided to the owner/applicant as well as any other person or agency that filed a written request for the decision.

DEVELOPMENT APPLICATION SIGNS:

The Cambridge Planning Services Department will supply the applicant with the required number of “Development Application Notification Sign(s)”. The applicant shall install such sign(s) at the subject lands in the following manner:

1. Immediately after the Development Application Notification Signs are issued;
2. Along the street frontages of the subject lands with one sign per frontage;
3. As near the street line as feasible;
4. At least one metre above grade and parallel to and facing the street;
5. Shall not be attached or nailed to trees.

HELP:

If you require assistance in completing this application form, please call the City of Cambridge Planning Operations Division at 519.740.4650

Notes:

- Page 8 of the Minor Variance Application Form includes several declarations and authorizations that **MUST** be signed by the owner of the “subject lands” to which this application applies. If there is more than **ONE** owner, an additional copy of Page 8 must be completed and attached to the application for each additional owner.
- It is the responsibility of the owner(s)/applicant(s) to advise the City of Cambridge of any changes in ownership, agents, their names, addresses and telephone numbers etc. to ensure that you are advised of all matters pertaining to this application.



The Corporation
of the City
of Cambridge

**Application for Approval of a
Minor Variance
Under Section 45 of the Planning
Act, R.S.O. 1990, Chapter P.13
as amended**

City Use Only

Date Received:	Date Accepted:	Fee Paid:	File No. A-
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1.0 GENERAL INFORMATION

Name	Address	Phone Nos.
1.1 Registered Owner of Subject Land*		Home
	Postal Code	Business
	Email Address	Fax
1.2 Applicant (if different)**		Home
	Postal Code	Business
	Email Address	Fax
1.3 Agent or Consultant		Home
	Postal Code	Business
	Email Address	Fax
1.4 Ontario Land Surveyor		Home
	Postal Code	Business
	Email Address	Fax
1.5 Persons or institutions who have any mortgage charge or encumbrance on the property		Home
	Postal Code	Business
	Email Address	Fax

* If a numbered company, also give the name and address of the principal owner. If more than one owner, complete an additional page for each owner.

** Owner's authorization (Part 10.0) required if applicant is not owner.

1.6 To whom should all correspondence be sent? (One only)

Owner Applicant Agent/Consultant

2.0 LOCATION OF LANDS

Assessment Roll No.	Lot	Concession	Former Twp.
Registered Plan No.	Lot(s)	Reference Plan No.	Part(s)
Municipal Address			

2.1 Particulars of Property (in metric units)

Frontage	Depth	Area
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3.2 Date that the subject land was acquired by the current owner:

3.3 Are there any existing easements or restrictive covenants affecting the subject land?

Yes No

If YES, please describe: _____

4.0 CURRENT USE OF LAND:

4.1 a) Existing use(s) of the subject land:

b) How long have the existing uses of the subject land continued?

4.2 a) Are there any existing buildings or structures on the subject land?

Yes No

b) If YES, please identify the use, setbacks, height, floor area and age of each building (in metres) in the table below:

	Building 1	Building 2	Building 3
Existing Use			
Distance from front lot line			
Distance from rear lot line			
Distance from side lot line			
Height in metres			
Number of storeys			
Ground floor area			
Date constructed			

If there are more than three buildings on the subject land, please continue table on the back of this form.

e) Are any of these buildings to be demolished?

Yes No

If YES, specify: _____

4.3 Are any buildings, structure or features on the subject lands or adjacent lands designated under the *Ontario Heritage Act* or in the process of being designated?

Yes No

If YES, please explain: _____

4.4 What are the existing uses of the properties abutting the subject land?

North: _____

South: _____

East: _____

West: _____

4.5 How is the subject land currently designated in the applicable Official Plans?

City of Cambridge Official Plan: _____

4.6 How is the subject land currently zoned in the City of Cambridge Zoning By-law?

4.7 Are there any site-specific zoning provisions?

Yes No

If YES, explain: _____

5.0 PROPOSED VARIANCE:

5.1 What is the proposed use of the subject land?

5.2 What is the nature and extent of the relief from the zoning by-law being requested (i.e. lot frontage of 5.5m, whereas the by-law requires 6.0m)?

5.3 What is the reason why the proposed use cannot comply with the provisions of the zoning by-law?

5.4 Are any new structures, or additions to existing structures, proposed to be constructed on the subject land?

Yes No

If YES, please complete the following table:

	Building 1	Building 2	Building 3
Proposed Use			
Distance from front lot line			
Distance from rear lot line			
Distance from side lot line			
Height in metres			
Number of storeys			
Ground floor area			

If there are more than three buildings on the subject land, please continue table on the back of this form.

6.0 PROPOSED SERVICING

6.1 Sewage Disposal and Water Supply

Select (✓) the proposed sewage disposal and water supply servicing type from Table A and Table B. If applicable attach and provide the name of the servicing information/report(s) as indicated in Table A and Table B.

Table A – Sewage Disposal

✓	Service Type	Action or Needed Information/Reports
	Publicly owned and operated piped sewage system	No action at this time. Region will need to confirm that capacity is available to service this application
	Privately owned and operated communal wastewater system ³	Communal systems for the development of more than 5 residential lots/units: servicing options statement ¹ , hydrogeological report ² , and indication whether a public body is willing to own and operate the system ³ . For surface discharge an assimilative discharge capacity report is required. ⁴ Communal systems for the development of 5 or less residential lots/units and generating less than 4500 litres per day effluent: hydrogeological report. ²
	Privately owned and operated individual septic system(s)	Individual septic systems for the development of 5 or less lots/units and generating less than 4500 litres per day effluent: hydrogeological report ³ .
	Other	To be described by the applicant

TABLE B – WATER SUPPLY

✓	Service Type	Action or Needed Information Reports
	Publicly owned and operated piped water system	No action at this time. Region will need to confirm that capacity is available to service this application.
	Privately owned and operated communal well(s)	Communal well system for the development of more than 5 lots/units: servicing options statements ¹ , hydrogeological reports ² and indication whether a public body is willing to own and operate the system ³ Communal well systems for non-residential development where water will be used for human consumption: hydrogeological report ²
	Privately owned and operated individual well(s)	Individual well for the development of more than 5 lots/units: servicing options statement ¹ and hydrogeological report ² Individual wells for non-residential development where water will be used for human consumption: hydrogeological report ²
	Other	To be described by the applicant

- 1 Confirmation that the Region concurs with the servicing options statement will facilitate the review of the application
- 2 All development on individual or communal septic tanks requires a hydrogeological report. Before undertaking a hydrogeological report, consult the Region about the type of hydrogeological assessment that the Region would expect to see given the nature and location of the proposal.
- 3 Where communal services (water and/or sewage) are proposed, ownership of these services must be in conformity with Regional Policy
- 4 Reviewed by MOEE and Region

6.2 Stormwater Drainage

A preliminary stormwater drainage report is required for all types of storm drainage. Select (✓) the proposed stormwater drainage servicing type from Table C. Attached and provide the name of the preliminary servicing information for the facility you have identified in the Table C.

If known, name of servicing information/report:

Have you attached a preliminary stormwater management report? Yes No

Table C – Storm Drainage

✓	Service Type	Action or Needed Information/Reports
	Sewers	A preliminary stormwater management report is required. This report must be prepared to area municipal standards and be submitted with the application. A stormwater management plan will be needed prior to final approval of a plan of subdivision or as a requirement of site plan approval. If a hydrogeological report is required it should be prepared concurrent with the preliminary stormwater management report
	Ditches or Swales	
	SWM Pond	
	Infiltration trenches	
	Other	

6.3 Access

Select (✓) the proposed type of access from Table D. Attach and provide the information as indicated in Table D.

Table D – Road Access

✓	Service Type	Action or Needed Information/Reports
	Provincial Highway	Application for an access permit should be made concurrent with this application. An access permit is required from MTO before any development can occur. Land use permits for any development adjacent to a highway is required from MTO
	Regional Road	No action at this time unless identified during pre-consultation. The Region will indicate acceptance of road alignment, access, and identify road widening(s) and road improvements if required when the application is circulated for comment.
	Municipal Road	No action at this time unless identified during pre-consultation. The municipality will indicate acceptance of road alignment and access when the application is circulated for comment.
	Water	Indicate parking, docking and distance to facilities from subject land and nearest road.
	Other	To be described by the applicant.

7.0 STATUS OF OTHER RELATED PLANNING APPLICATIONS:

7.1 Has the subject land ever been the subject of a previous application for approval of a plan of subdivision, consent, approval of a site plan, official plan or zoning by-law amendment application?

Yes No

If YES, and if known, indicate the file number, the date of the application and the status of the application.

7.2 Has the subject land ever been the subject of an application under section 45 of the Planning Act (i.e. minor variance)?

Yes No

If YES, indicate the file number, the date of the application and the status of the application.

8.0 OTHER INFORMATION

8.1 Is there any other information that may be useful to the Region, public bodies or other agencies in reviewing this application (i.e., efforts made to resolve outstanding objections or concerns)? If so, please explain below or attach on a separate sheet.

9.0 AFFIDAVIT OR SWORN DECLARATION:

I, _____ of the _____
(Name of Owner or Authorized Agent) (City/Town or Township)

in the _____ make oath and say (or solemnly declare)
(Region or County)

that the information contained in this application is true and accurate, and that the owner as of the day on which this application is made has unconditional ownership of the subject lands and has disclosed any agreements or encumbrances that apply to the subject lands. 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 _____ of _____
_____ in the _____ of _____ Signature of Applicant
_____ this _____ day of _____, 20____.

A Commissioner, etc.

10.0 AUTHORIZATIONS OF OWNER FOR AGENT TO MAKE THE APPLICATION:

If the applicant is not the owner of the subject land, the written authorization of the owner that the applicant is authorized to make the application must be completed by the owner.

I, _____, am the owner of the land that is the
(Owner's Name)

subject of this application for approval of a Minor Variance, and I authorize

_____ to make this application on my behalf.
(Name of Agent)

Date

Signature of Owner

The personal information contained on this form is collected pursuant to the Planning Act and will be used for the purpose of responding to your application. If you have any questions on the gathering of personal information, you can contact the City's Freedom of Information and Privacy Coordinator who can be reached through the Clerk's Division of the Corporate Services Department at 519.740.4680, ext. 4610.

For Office Use Only
File Number Assigned: _____
AMANDA Number Assigned: _____
Planner Assigned To: _____

CONTAMINATED SITES SCREENING QUESTIONNAIRE

(MOEE Guideline for use at Contaminated Sites in Ontario – June 1996 Guideline)

1. Does the application propose development on private services (septic system) or redevelopment on a site where private services either are or were used?

Yes No

2. Does the application involve lands or is it adjacent to lands where there is reason to believe that the lands may be contaminated due to historical land use?*

Yes No

Please specify: _____

* Possible offending uses can include: disposal of waste materials, raw material storage, residues left in containers, maintenance activities and spills, application of fertilizers. Some commercial properties such as gasoline stations, automotive repair garages, and dry cleaning plants have similar potential. The longer a property is under industrial or similar use, the greater the potential for site contamination. Also, a series of different industrial or like uses upon a site could potentially increase the number of chemicals which are present.

3. Does the application involve land or is it adjacent to lands where filling has occurred?

Yes No

4. Is the nearest boundary line of the application within 500m of the nearest boundary line of an operational/non-operational public or private landfill or dump?

Yes No

5. Are you aware of any underground storage tanks and/or buried waste on the property?

Yes No

6. Has an Environmental Site Assessment been or is one being prepared for the site?

Yes No

Note: Policies adopted by Cambridge City Council require the owner to certify that the site meets the criteria of the 'Guideline' for the proposed use before the application is accepted for processing and further the application will not receive final approval or may include holding provisions where site clean-up is required.

To the best of my knowledge, there are no other reasons to believe that the site is contaminated.

Signed with Corporate Seal by Owner