



## Minor Variance Application Form

Development Planning Section  
Community Development Department  
50 Dickson Street, 3<sup>rd</sup> Floor, P.O. Box 669  
Cambridge, Ontario N1R 5W8  
Tel: 519-623-1340 ext. 4289  
TTY: 519-623-6691

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

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 Minor Variance to the Zoning By-law.

#### **CHECKLIST FOR THE APPLICANT**

- One (1) original and one (1) hard copy** of the completed application form;
- Two (2) hard copies** of a scaled sketch showing all items required by Ontario Regulation 200/96, as described on page iii (maximum size 11” x 17”);
- One (1) hard copy** of a key map on the plan;
- The application fee as indicated in the fee schedule;
- Notice of Source Protection Plan Compliance (Section 59 Notice), if applicable. Notices can be obtained from the [Region’s TAPS Website](#);
- A completed and signed Contaminated Site Screening Questionnaire;
- A completed and signed Acknowledgement and Permission to Enter Property Form;
- A completed and signed Authorization of Owner(s) for Agent to Make the Application Form;
- A digital copy of all plans, drawings, and supportive materials on either a USB Drive or CD;
- Any other relevant plans, photos, or documentation that may contribute to the application.

**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 included 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 minor variance application.

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

**COMPLETENESS OF THE 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 as amended. 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.

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 the public. Sufficient studies for the completion of the application should be carried out prior to submission and should be included with the application.

## **SCALED SURVEY SKETCH/ DRAWING REQUIREMENTS (Ontario Regulation 200/96):**

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

- 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 approximate location of all natural and artificial features (i.e. buildings, railways, road, trees, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, well and septic tanks) located on or adjacent to the subject land, including those that may not abut the subject land but that may affect the application;
  - The current uses of land that is adjacent to the subject land (i.e. residential, agricultural, industrial, institutional, open space, or commercial);
  - 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;
  - The location and dimensions of all driveways/accesses;
  - If access to the subject land will be by water only, the location of the parking and docking facilities to be used;
  - The location and nature of any existing or proposed easements affecting the subject land;
  - The location of all trees on site.
- \* Please note that 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 proposal, 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 proposal. These may include: lot grading and drainage; traffic impact; noise; archaeological; heritage; environmental; 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 Development Planning 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 (30 metres for single and semi-detached dwellings). The applicant will be instructed to post a Development Application Notification Sign on the subject property as soon as the sign is issued.
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 Notice Sign(s):**

The City of Cambridge, Community Development Department will supply the applicant with the required number of “Development Application Notification Sign(s)”. The applicant shall install such Development Application Notification Sign(s) at the site in the following manner:

1. Immediately after the Development Application Notification Signs are issued;
2. Along the street frontages of the property 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, utility poles, or buildings.

**HELP:**

If you require assistance in completing this application form, please call the City of Cambridge Community Development Department, Development Planning Section at 519-623-1340 ext. 4612.

**Notes:** The applicant grants the City permission to reproduce, in whole or in part, any document submitted as part of a complete application for internal use, inclusion in staff reports or distribution to the public either online or through other means (such as email) for the purpose of application review.

- Page 11 of the 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 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 to ownership, agents, their names, addresses and telephone numbers, etc. to ensure that you are advised of all matters pertaining to this application.



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 Tel: 519-623-1340  
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City use only

Date received:	Date accepted:	Fee paid:	File No.
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**Is this a resubmission of an earlier application?**

Yes (File No. \_\_\_\_\_)       No       Unknown

**Please briefly describe the proposal:**

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## 1.0 General Information

Municipal Address: \_\_\_\_\_

Lot: \_\_\_\_\_ Concession: \_\_\_\_\_

Registered Plan No.: \_\_\_\_\_ Lot(s): \_\_\_\_\_

Reference Plan No.: \_\_\_\_\_ Part(s): \_\_\_\_\_

Have there been any previous pre-consultation or development applications submitted for the subject property?      Yes       No

File No. \_\_\_\_\_

Date that the subject land was acquired by the current owner: \_\_\_\_\_

**1.1 Registered Owner\* (Applicant)**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Ext. \_\_\_\_\_  
Email: (required): \_\_\_\_\_

\*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

**1.2 Agent or Consultant**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Ext. \_\_\_\_\_  
Email (required): \_\_\_\_\_

**1.3 Primary Contact**

All contact with the City of Cambridge regarding this application will go through a single point person. Please indicate who the primary point of contact is:  
Registered Owner  Agent/Consultant

**1.4 All Persons or Institutions who have Mortgage, Charge or Encumbrance on the Subject Property**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Ext. \_\_\_\_\_  
Email: (required): \_\_\_\_\_

**2.0. Existing Conditions**

Existing use of the Property:

How long have the existing uses of the subject land continued?:

Particulars of Property (in metric units)

Frontage:    Depth:    Area:

Are there any existing buildings or structures on the subject lands?

Yes       No

If **yes**, please complete **Table A** below. If there are more than four buildings, please continue the table on a separate sheet of paper and attach.

**Table A**

	<b>Building 1</b>	<b>Building 2</b>	<b>Building 3</b>	<b>Building 4</b>
Existing Use				
Distance from front lot line				
Distance from rear lot line				
Distance from side lot line				
Height				
Ground Floor Area (GFA)				
Date Constructed				

Are any of these buildings to be demolished?

Yes       No

Are there any buildings, structures or features on the subject lands or adjacent lands designated under the Ontario Heritage Act or on the City's Heritage Register? If **yes**, please explain:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**Table A (Cont'd)**

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

- i) North: \_\_\_\_\_
- ii) South: \_\_\_\_\_
- iii) East: \_\_\_\_\_
- iv) West: \_\_\_\_\_

Are there any existing easements or restrictive covenants? Yes  No

If **yes**, please explain: \_\_\_\_\_

Existing Zoning: \_\_\_\_\_

Please list any site-specific zoning provisions: \_\_\_\_\_

Designation in City of Cambridge Official Plan: \_\_\_\_\_

**3.0. Proposed Variance**

What is the proposed use of the subject land? \_\_\_\_\_  
\_\_\_\_\_

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

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

What is the reason the proposed use cannot comply with the provisions of the Zoning By-law? \_\_\_\_\_  
\_\_\_\_\_

Are there any buildings or structures proposed to be built on the subject lands?

Yes  No

If **yes**, please complete **Table B** below. If there are more than four proposed buildings, please continue table on back of form.

<b>Table B</b>				
	<b>Building 1</b>	<b>Building 2</b>	<b>Building 3</b>	<b>Building 4</b>
Proposed Use				
Distance from front lot line				
Distance from rear lot line				
Distance from side lot line				
Height				
Ground Floor Area (GFA)				
Proposed Date of Construction				

**City of Cambridge – Deficiency Form- Must be Completed and Signed**

**Please note: One (1) form needs to be filled in for each zone that applies to the property**

Owner:		Application #:	
Property Location:		Property Zoning:	
Proposal:			
<b>Development Standard</b>	<b>Required (metric)</b>	<b>Proposed</b>	<b>Deficiency</b>
Building Height			
Density - maximum			
Exterior Side Yard (corner lot)			
Front Yard			
Interior Side Yard (left)			
Interior Side Yard (right)			
Landscaped Open Space			
Loading spaces			
Lot Area			
Lot Area - for each dwelling unit where applicable			
Lot Area (corner lot)			
Front Yard landscaping			
Lot coverage (maximum)			
Lot Frontage			
Lot Frontage (corner lot)			
Lot Frontage for each dwelling unit where applicable			
Minimum distance between buildings on the same lot			
Minimum Dwelling Unit Area			
Minimum Gross Floor Area			
Minimum Gross Floor Area per dwelling unit (specify unit type)			
Number of attached dwelling units			
Parking (spaces)			
Planting strips and fencing			
Private amenity area			
Rear Yard			
Other:			

Owner/agent signature: \_\_\_\_\_

City staff signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>4.0. Proposed Servicing</b>	
<b>Sewage Disposal</b>	
<input checked="" type="checkbox"/>	<b>Service Type</b>
	Publicly owned and operated piped sewage system
	Privately owned and operated communal wastewater system
	Privately owned and operated sewage disposal system(s)
	Other (describe):
<b>Water Supply</b>	
<input checked="" type="checkbox"/>	<b>Service Type</b>
	Publicly owned and operated piped water system
	Privately owned and operated communal well(s)
	Privately owned and operated individual well(s)
	Other (describe):
<b>Property Access</b>	
<input checked="" type="checkbox"/>	<b>Service Type</b>
	Provincial Highway
	Regional Road
	Municipal Road
	Private Road
	Water
	Other (describe):
<b>Storm Drainage*</b>	
<input checked="" type="checkbox"/>	<b>Service Type</b>
	Sewers
	Ditches or Swales
	Storm Water Management Pond
	Infiltration trenches
	Other (describe):

\*A preliminary stormwater drainage report may be required.

**5.0. Source Water Protection Area**

Is the subject site located within a Source Water Protection Area? Please see the [Region's TAPS Website](#); to confirm.

Yes  No

If **yes**, has the following information been provided?

Notice of Source Protection Plan Compliance (Section 59 Notice)

**6.0. Related Planning Applications**

Has the subject land ever been the subject of a previous application for a Plan of Subdivision, Consent/Severance, Site Plan, Official Plan, or Zoning By-law Amendment?

If **yes**, and if known, indicate the file number, the date of the application and the status of the application: \_\_\_\_\_

Has the subject land ever been the subject of an application under Section 45 of the Planning Act (i.e. Minor Variance)?

If **yes**, indicate the file number, the date of the application and the status of the application: \_\_\_\_\_

**7.0 Other Information**

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.

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**Completeness of Application**

I/we understand that receipt of this application by the City of Cambridge does not guarantee it to be a 'complete' application. Further review of the application will be undertaken and I/we may be contacted to provide additional information and/or resolve any discrepancies or issues with the application as submitted. Once the application is deemed to be fully complete, the application fee will be deposited and the application will be processed.

**Reproduction and Distribution of Documents**

The applicant/owner grants the City of Cambridge permission to reproduce, in whole or in part, any document submitted as part of a complete application for internal use, inclusion in staff reports or distribution to the public either online or through other means (such as email) for the purpose of application review.

If the applicant believes there may be a security risk by allowing the public to view any portion of their submission, they must provide documentation to support their concerns and indicate the sensitive documents. The Deputy City Manager of Community Development (or designate) will consider any concerns and may agree to restrict reproduction of applicable documents for internal use or public distribution.

**Acknowledgement and Permission to Enter Property**

Submission of this application constitutes consent for authorized staff members of the Corporation of the City of Cambridge and Committee of Adjustment members to enter upon the subject land and premises during normal business hours for the purpose of conducting site visits, including photographs, which are necessary for evaluating the merits of this application. Should there be a need for the accompanying of a staff member or committee member on a site inspection due to the operations of the business (security/health and safety), please confirm this by checking the box below and indicating who to arrange a site visit with.

- City Staff and Committee members are permitted to enter the property.
- Due to security/health and safety reasons City Staff and Committee members will need to be accompanied while on site by trained personnel. To schedule a site visit please contact the owner.

\_\_\_\_\_  
Signature of Agent/Owner

\_\_\_\_\_  
Date

**Affidavit or sworn declaration:**

I, \_\_\_\_\_ of the \_\_\_\_\_  
(Name of Owner) (City/Town or Township)

in the \_\_\_\_\_  
(Region or County)

make oath and say (or solemnly declare) that the information contained in this application is true and accurate, the information contained in the documents that accompany this application is true 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.

\_\_\_\_\_  
Signature of Owner

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**I certify that the information above is accurate and complete, and understand that any false or incomplete information may invalidate my application and any permission, approval or permit I have been granted.**

Declared before me at the _____ of _____ in the _____ of _____ this _____ day of _____, 20_____.	_____ Signature of Applicant
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\_\_\_\_\_  
 A Commissioner, etc.

**Authorization of Owner(s) 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 agent is authorized to make the application must be completed by the owner.

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

\_\_\_\_\_  
 Signature of Owner

\_\_\_\_\_  
 Date

The personal information contained on this form is collected pursuant to the Planning Act, R.S.O., 1990, Chapter 13, as amended. This information is required in order to process this development application and forms part of the public record. If you have any questions on the gathering of personal information, please contact the City's Deputy City Clerk/Manager of Information Management and Archives, who can be reached through the Clerk's Division of Corporate Services Department at 519-623-1340, ext. 4583.



**CONTAMINATED SITES SCREENING QUESTIONNAIRE**

City of Cambridge Procedure for Contaminated Sites Redevelopment 2009  
(As per Official Plan Policies)

Does the application propose development on private services (septic system) or redevelopment on a site where private services either are or were used?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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 <input type="checkbox"/>	No <input type="checkbox"/>
Please specify: _____		
Does the application involve land or is it adjacent to lands where private or regional land filling has occurred?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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 <input type="checkbox"/>	No <input type="checkbox"/>
Are you aware of any underground storage tanks and/or buried waste on the property?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Has an Environmental Site Assessment/Record of site condition been prepared for the site?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

\*Possible offending uses can include: disposal of waste materials; raw material storage; residues left in containers; maintenance activities and spills; and/or 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.

**Note:** Procedure adopted by Cambridge City Council require the owner to certify that the site meets the criteria of the Provincial Brownfields Regulation 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 requiring a Record of Site Condition and additional application to remove the holding

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

\_\_\_\_\_  
Signed by Owner

\_\_\_\_\_  
Date

**Fee Schedule**

Please list all fees that apply to your application submission. The current fee schedule for applications can be accessed at <https://www.cambridge.ca/en/build-invest-grow/Planning-Process.aspx> under the Planning and Development Section of the Community Development Department.

Are the subject lands located in a Core Area? Yes  No

<b>Minor Variance Application</b>	\$ _____
	<b>Total \$</b> _____

Please be advised that the Regional Municipality of Waterloo requires additional fees for the processing of your application. If applicable, these fees may be submitted along with this application form (separate cheque payable to the Region of Waterloo is required), which will be forwarded on your behalf. The Grand River Conservation Authority may require additional fees that must be paid directly to them.

Accepted methods of payment for fees include: cash, debit card, credit card, and personal or company cheques. All cheques should be made payable to the Corporation of the City of Cambridge. Debit card and credit card payments must be made in person at the Community Development counter, 3rd floor, 50 Dickson Street, Cambridge, ON. Please note additional service charges may apply to credit card payments.

## Committee of Adjustment

### 2020 Meeting Schedule

Deadline to Submit*	Meeting Date	Final Appeal Date for Variances
January 8, 2020	February 5, 2020	February 25, 2020
February 12, 2020	March 11, 2020	March 31, 2020
March 11, 2020	April 8, 2020	April 28, 2020
April 15, 2020	May 13, 2020	June 2, 2020
May 20, 2020	June 17, 2020	July 7, 2020
June 24, 2020	July 22, 2020	August 11, 2020
July 29, 2020	August 26, 2020	September 15, 2020
September 2, 2020	September 30, 2020	October 20, 2020
October 7, 2020	November 4, 2020	November 24, 2020
November 11, 2020	December 9, 2020	December 29, 2020
January 6, 2021	February 3, 2021	February 23, 2021
February 10, 2021	March 10, 2021	March 20, 2021

\*Complete applications are **due at 4:00 p.m.** on the date noted. It is recommended that each application be discussed with Planning staff prior to submission.