



**Community Development Department**  
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## **MINOR VARIANCE**

**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 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 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;
- One digital copy of the drawings
- The application fee as indicated in the Development Planning Section 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 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.
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 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 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 Community Development Department, Development Planning Section at (519) 621-0740.

## **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.





## Minor Variance Application

Under Section 45 of the Planning Act,  
R.S.O. 1990, Ch. 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.

**Note:** 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.

### 1.0 General Information

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

Assessment Roll No. \_\_\_\_\_

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

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

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

Has the proposed variance been the subject of pre-submission consultation with Development Planning Section Staff? Yes  No

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

### 2.0 Registered Owner\*

Name: \_\_\_\_\_

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

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Ext. \_\_\_\_\_

Email: \_\_\_\_\_

\*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

**3.0 Applicant (if different than owner)**

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

**4.0 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  Applicant

**5.0 All Persons or Institutions Who Have Mortgage Charge or Encumbrance on the Subject Property**

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

**6.0 Current Use of Land:**

Existing use(s) of the subject land: \_\_\_\_\_

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**. If there are more than four buildings, please continue table on back of form.

**Table A**

	Building 1	Building 2	Building 3	Building 4
Existing Use				
Distance from front lot line				
Distance from rear lot line				
Distance from side lot line				
Height				
Ground Floor Area (GFA)				
Date Constructed				
<p>Are any of these buildings to be demolished? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Are there any buildings, structures or features on the subject lands or adjacent lands designated under the Ontario Heritage Act or in the process of being designated? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If <b>yes</b>, please explain: _____</p> <p>_____</p> <p>What are the existing uses of the properties abutting the subject land?</p> <p>i) North: _____</p> <p>ii) South: _____</p> <p>iii) East: _____</p> <p>iv) West: _____</p> <p>Are there any existing easements or restrictive covenants? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Existing Zoning: _____</p> <p>Please list any site-specific zoning provisions: _____</p> <p>Designation in City of Cambridge Official Plan: _____</p> <p>Designation in Region of Waterloo Official Plan: _____</p>				

## 7.0 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 5.5m, whereas the By-law requires 6.0m)? \_\_\_\_\_

What is the reason why 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 the Table B below. If there are more than four proposed buildings, please continue table on back of form.

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

## City of Cambridge - Deficiency Form

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

Owner/applicant:		Application #	
Property Location:		Property Zoning:	
Proposal:			
Development Standard	Required (metric units)	Proposed (metric units)	Deficiency (metric units)
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			

Owner/applicant signature \_\_\_\_\_

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

<b>8.0 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
	Water
	Other (describe):
<b>Storm Drainage*</b>	
<input checked="" type="checkbox"/>	<b>Service Type</b>
	Sewers
	Ditches or Swales
	SWM Pond
	Infiltration trenches
	Other (describe):

\* A preliminary stormwater drainage report must be prepared and attached to this application.

## 9.0 Affordable Housing

- a) Is this application for an affordable **ownership** housing project?    Yes     No
- b) Is this application for an affordable **rental** housing project?        Yes     No

If **yes**, to either a) or b) please contact the Senior Planner – Reurbanization to confirm eligibility for the City of Cambridge’s Affordable Housing Community Improvement Plan program.

**Note:** Eligible affordable housing projects are exempt from development application, building permit and sign fees. Projects may be eligible for deferral of development charges and Tax Increment Grants.

## 10.0 Source Water Protection Area

Is the subject site located within a Source Water Protection Area?    Yes     No

If **yes**, the Owner will be required to obtain a Notice of Source Protection Plan Compliance (Section 59 Notice). Notices can be obtained from the [Region’s TAPS Website](#).

## 11.0 Related Planning Applications

Has the subject land ever been the subject of a previous application for a Plan of Subdivision, Consent, 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 49 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. \_\_\_\_\_

## 12.0 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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### **For Office Use Only**

File Number Assigned: \_\_\_\_\_

AMANDA Number Assigned: \_\_\_\_\_

Planner Assigned To: \_\_\_\_\_

### **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 access any portion of their submission, they must provide documentation to support their concerns and indicate the sensitive documents. The Deputy City Manager of Development and Infrastructure (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 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 welcome 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 \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant/Owner

\_\_\_\_\_  
Date

## Affidavit or Sworn Declaration

I, \_\_\_\_\_ of the City/Township of \_\_\_\_\_,

In the Country/Region of \_\_\_\_\_, solemnly declare 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 property and has disclosed any agreements or encumbrances that apply to the subject lands. I made 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.

**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/Owner
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\_\_\_\_\_  
 A Commissioner, etc.

**Authorization 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 subject of this application for a Minor Variance, and I authorize \_\_\_\_\_  
 \_\_\_\_\_ to make this application on my behalf.

\_\_\_\_\_  
 Signature of Applicant/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) 740-4680, ext. 4583.

## Site Screening Questionnaire (MOEE Guidelines 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 <input type="checkbox"/> | No <input type="checkbox"/> |
| 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 <input type="checkbox"/> | No <input type="checkbox"/> |
| 3) Does the application involve land or is it adjacent to lands where filling had occurred?  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4) Is the nearest boundary line of the application within 500 m of the nearest boundary line of an operational/non-operational public or private landfill or dump? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 5) Are you aware of any underground storage tanks and/or buried waste on the property?   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 6) Has an Environmental Site Assessment been or is one being 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 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 that are present.

**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 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.

\_\_\_\_\_  
Signature of Applicant/Owner

\_\_\_\_\_  
Date



## Fee Schedule

Please list all fees that apply to your application submission. The current fee schedule for development applications can be accessed at <http://www.cambridge.ca/> under the Planning and Development Section of the Development and Infrastructure Department.

<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 Development & Infrastructure counter, 3rd floor, 50 Dickson Street, Cambridge, ON. Please note additional service charges may apply to credit card payments.

**Committee of Adjustment  
2018 Meeting Schedule**

<b>Deadline to Submit*</b>	<b>Meeting Date</b>	<b>Final Appeal Date for Variances</b>
January 3, 2018	January 31, 2018	February 20, 2018
January 31, 2018	February 28, 2018	March 20, 2018
March 7, 2018	April 4, 2018	April 24, 2018
April 4, 2018	May 2, 2018	May 22, 2018
May 9, 2018	June 6, 2018	June 26, 2018
June 13, 2018	July 11, 2018	July 31, 2018
July 18, 2018	August 15, 2018	September 4, 2018
August 15, 2018	September 12, 2018	October 2, 2018
September 19, 2018	October 17, 2018	November 6, 2018
October 24, 2018	November 21, 2018	December 11, 2018
November 21, 2018	December 19, 2018	January 8, 2019

\*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.