



## 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.





































## 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.