



Township of South-West Oxford
312915 Dereham Line
Mount Elgin, ON, N0J 1N0
Phone: 519-485-0477 or 519-877-2702
Fax: 519-485-2932 | www.swox.org

OFFICE USE ONLY:

File Number: _____ Received: _____
Date Considered: _____ Completed: _____

Form 1
Planning Act, 1990
Application for Minor Variance or Permission
Township of South-West Oxford Committee of Adjustment

Under the *Planning Act*, R.S.O. 1990, Ch. P.13, s. 44., the undersigned hereby applies to the Committee of Adjustment for the Township of South-West Oxford under section 44 of the *Planning Act* for relief, as described in this application, from By-Law No. 25-98 (as amended).

1. Background Information

a) Applicant/Agent:

Name: _____
Mailing Address: _____
City: _____ Postal Code: _____
E-mail: _____
Telephone Number: _____

b) Registered Owner (if other than the applicant):

Name: _____
Address: _____
City: _____ Postal Code: _____
E-mail: _____
Telephone Number: _____

This form is available in a paper printout and/or alternate format upon request to the Township. Please call the Township at 519-485-0477 ext. 7023 to request an alternate format.



c) Names and addresses of any mortgages, holders of charges, or other encumbrances:

Name: _____

Mailing Address: _____

City: _____ Postal Code: _____

E-mail: _____

Telephone Number: _____

d) Nature and extent of relief applied for (to be completed by the Applicant). Include By-Law section, if known:

e) Why is it not possible to comply with the provisions of the By-Law?

f) Legal Description:

Lot Number(s): _____ Plan/Concession: _____

Part Number(s): _____ Reference Plan: _____

Street Address (or 911 number): _____

The subject land is located on the _____ side of the street between _____ and _____ (street/road names).

Assessment Roll Number: 3211- _____ - 0000

Dimensions of land affected: _____



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Frontage: _____ Depth: _____

Area/Acreage: _____ Width of Street/Road: _____

- g) Particulars of all buildings and structures on or proposed for the subject land (specify ground floor area, gross floor area, number of storeys, width, length, height, etc.):**

Existing: _____

Proposed: _____

- h) Location of all buildings and structures on or proposed for the subject land (specify distance from side, rear, and front lot lines – see attached sketch plan):**

Existing: _____

Proposed: _____

- i) Date of acquisition of subject land: _____**

- j) Date of construction of all buildings and structures on subject land (if known): _____**

- k) Existing use of subject property: _____**

- l) Existing uses of abutting properties:**



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m) Length of time the existing uses of the subject property have continued:

n) Municipal services available and/or connected:

- Water Connected:
- Sanitary Sewers Connected:
- Storm Sewers

o) Present Official Plan provisions applying to the land:

p) Present Zoning By-Law provisions applying to the land:

q) Has the owner previously applied for relief in respect to the subject property?

- Yes

Describe briefly: _____

- No

r) Is the property the subject of a current Application for Consent under Section 53 of the *Planning Act*, 1990?

- Yes
- No



2. Declaration

This section is to be completed in the presence of a Commissioner for taking affidavits.

Dated at the _____ of _____ this _____ day of _____ 20_____.

I/We _____ of the Township of South-West Oxford
in the County of Oxford

DO SOLEMNLY DECLARE THAT: All of the prescribed information contained in this
application is true and that the information contained in the documents that may
accompany this application is true and I/We make the solemn declaration
conscientiously believing it to be true and knowing that it is of the same force and effect
as if made under oath by virtue of the Canada Evidence Act.

DECLARED before me at the _____

in the _____ of _____

this _____ of _____, 20 _____.

Signature: Applicant/Agent

A Commissioner for Taking Affidavits

Signature: Applicant/Agent

To be completed by the owner:

I/We _____, hereby agree to support the application, if
appealed by a third party and provide assistance in the preparation and presentation of
the application before the Ontario Municipal Board and pay all fees as set out in the
OMB hearing and Cost Sharing Policy adopted by Council.

Signature: Applicant/Agent

Witness

Signature: Applicant/Agent

Appendix “A”: MFIPPA Notice of Collection and Disclosure

The collection of personal information on this form is legally authorized under Sec. 34 of the *Planning Act* and O.Reg. 545/06 for the purpose of processing your planning application. Questions about this collection should be directed to the Corporate Manager of Community and Strategic Planning at the County of Oxford, 21 Reeve Street, P.O. Box 1614, Woodstock, ON, N4S 7Y3 or at 519-539-9800 (ext. 3207).

Pursuant to Sec. 1.0.1 of the *Planning Act*, and in accordance with Sec. 32(e) of the *Municipal Freedom of Information and Protection of Privacy Act*, it is the policy of the County of Oxford to make all planning applications and supporting material available to the public.

Notes:

1. It is required that one copy of this application be filed with the Secretary-Treasurer of the Committee of Adjustment, together with the plan referred to in Note 2, **accompanied by payment of corresponding fee(s) detailed in Appendix B.**
2. Each copy of this application must be accompanied by a plan showing the following:
 - 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 the distance of the buildings or structures from the front yard lot line, rear yard lot line, and the side yard lot line.
 - c. The approximate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application. Examples include buildings, railways, roads, water courses, drainage ditches, rivers or stream banks, wetlands, wooded areas, wells, and septic tanks.
 - d. The current uses on the land that is adjacent to the subject land.
 - e. The location, width, and name of any roads within or abutting the subject land indicating whether it is an unopened road allowance, a publicly traveled road, a private road, or right-of-way.
 - f. The location and nature of any easement affecting the land.
3. The Committee of Adjustment may require that the plan referred to in a Note 2 be signed by an Ontario land surveyor.

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Appendix “B”: Application Fee

The total application fee for a Minor Variance Application in the Township of South-West Oxford is \$630.00. This fee includes:

- Municipal Minor Variance Application Fee: \$500.00
- Public Works Review Fee: \$130.00

There is an additional fee added to the initial Municipal Minor Variance Application fee for ‘after-the-fact’ applications. This fee is \$100.00.

All fees are payable to the Township of South-West Oxford. Payment is accepted through cash, debit, cheque and/or e-transfer to revenueofficer@swox.org (include “Minor Variance Application” and the property address in the notes section).

Appendix “C”: Next Steps

Committed to being a leader in the development and delivery of municipal services for the growth and well-being of the community, the Township thanks you for your contribution to development within the municipality. Planning applications are governed by the *Planning Act*, R.S.O. 1990, CHAPTER P.13 and subsequent regulations. These regulations set out the various requirements and step-by-step deadlines that the municipality must follow for processing your application. Below is an outline of the steps required to process your application:

1. Once an application is received for a minor variance, it must be presented at a Public Meeting of the Committee of Adjustment, who will make a decision on the variance request. In the Township of South-West Oxford, the Committee of Adjustment is made up of members of Township Council. You will be notified by Township staff when a meeting date has been set to consider your application.
2. Notice of the Public Meeting is required to be circulated by mail to property owners within 60 meters of the subject property at least 10 days prior to the Public Meeting. Notices are sent by Township staff via regular mail.
3. A yellow Notice of Public Meeting sign is required to be posted on the subject property at least 10 days prior to the public meeting. Township staff will prepare a sign for your application and will contact you when it is ready to be picked up at the Township office.



4. An Oxford County Development Planner will write a planning report in response to your application for minor variance. This report will be presented by the development planner at the Public Meeting. You will be circulated via email by Township staff with a copy of the planning report once it has been published in the meeting agenda.
5. At the Public Meeting, you will be given an opportunity to speak to your Application for Minor Variance and explain to the committee why you are requesting the variance. You will have the opportunity to speak in support of, or opposed to, the recommendation made in planning staff's report. Any member of the public that also wishes to attend and/or participate in the Public Meeting will also be given an opportunity to speak.
6. A decision will be made by the Committee of Adjustment on this date, or the Committee may opt to defer the decision until a later Committee meeting.
7. The yellow Notice of Public meeting sign must be removed within 10 days following the Public Meeting.
8. The *Planning Act* requires that appeals may be made to the Clerk within 20 days of the Committee's decision. Township staff will circulate a notice of the decision made by the Committee of Adjustment. If there are no appeals, the decision will be final 20 following the date of circulation. Township staff make best efforts to circulate the notice of decision the day after the decision is made.
9. In accordance with the Building Code, your application for a building permit is only considered complete once the appeal period has ended. Once the application is considered complete, the municipality has up to 10 business days to issue a permit.

The Township of South-West Oxford is committed to providing a high level of customer service and are available to assist you as your application is processed. Should you have any questions, please do not hesitate to contact the Township office at 519-485-0477. *Please use the section below to record important dates/information:*

Minor Variance Application Number: _____

Committee of Adjustment Meeting Date: _____

Yellow Notice of Meeting Sign Displayed: _____ Removed: _____

Notice of Decision Received: _____

Building Permit Application: _____

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