



2021 Division Road North
Kingsville, Ontario N9Y 2Y9
Phone: (519) 733-2305
www.kingsville.ca

APPLICATION FOR: MINOR VARIANCE

Instructions

Applications are heard on the third Tuesday of every month (subject to change as necessary). A complete application must be received 60 days prior to the date of the meeting.

Pre-consultation with the Planning Department is required.

Complete all Sections of the application. Include the authorization of the registered property owner(s) if required, see Authorization Page

Applications for Minor Variance may require confirmation of the location of property lines by an Ontario Land Surveyor (OLS) unless the owner can provide confirmation of the location of property bars.

Submit the completed application, all supporting material and applicable application fee to the Planning Department, Town of Kingsville Municipal Office

Application which are not complete may be returned to the applicant. Administration also reserves the right to request additional information.

Fees

Fees are subject to change. Cheques are to be made payable to the Town of Kingsville.

Application Fee: \$685 ERCA Fee: \$115 Total: \$800

Contact Information

Robert Brown, H. Ba. MCIP, RPP - Manager, Planning Services ext 250

rbrown@kingsville.ca

OR

Kristina Brcic, MSc, BURPI, Town Planner ext 249 - kbrbic@kingsville.ca

If you would prefer to complete the application offline please click here for a [printable copy](#)

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Minor Variance Application No: (office use only)

PART A - APPLICATION DETAILS

1. Date of pre-consultation with Town: *

2. Date application received by Town:

3: Date application deemed complete by Town:

4: Name of registered owner(s) * 

Best Contact Number: *

Alternative Contact Number: *

Full Mailing Address: *

E-Mail Address: *

Name of Solicitor, Authorized Agent or Applicant (if applicable):

Best Contact Number: *

Full Mailing Address: *

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Please specify to whom all communications are to be sent:

5. Location and full legal description as shown on tax bill or deed: *

6. Size of the subject parcel (metric):

Frontage: *

Depth: *

Area: *

Irregular Shaped:

Yes

No

Dimensions shown on attached sketch:

Yes

No

7. Current Official Plan designation of subject land:

8. Current Zoning of subject land:

9. Current use of the subject land:

10. Length of time the current use of the property has continued:

11. Date the subject land was acquired by current registered owner: *

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12. Access to the parcel is provided by the following:

Municipal Road

County Road

Provincial Highway

Private Road

Water

13. Is there an existing municipal water service connection to the subject parcel?

Yes

No

14. Is there an existing sanitary sewer connection to the subject parcel?

Yes

No

15. Is there an existing private septic system on the subject parcel?

Yes

No

16. Type of storm drainage?

sewers

ditches

swales

other
(specify) _____

17. Number and Use of existing buildings and structures on the subject lands including setback from lot lines, height and dimensions: (DETAILED SKETCH MUST BE INCLUDED) *

18. Date of construction of existing buildings and structures on subject property:

19. What Section(s) of the Zoning By-law are you requesting relief from?

20. Nature and extent of relief being requested from the Zoning By-law?

21. Proposed new development of the subject lands requiring the variance?

22. Number and Use of proposed buildings and structures on the subject lands including setback from lot lines, height and dimensions: (DETAILED SKETCH MUST BE INCLUDED) *

23. Reason why a minor variance is necessary or reasons/justification why the proposed building or structure cannot comply with the Zoning By-law?

24. a) If known, indicate whether the subject lands are the subject of an application under the Planning Act for:

consent to sever

approval of a plan of subdivision

b) If known, indicate the file number and status of the foregoing application:

25. If known, indicate if the subject land has ever been the subject of an application for minor variance under Section 45 of the Planning Act:

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26. The required survey sketch prepared by an Ontario Land Surveyor (OLS) must including the following:

- Lot dimensions including area;
- The location, size and type of all existing and proposed buildings and structures on the subject land, indicating their distance from all lot lines;
- The approximate location of all natural and artificial features (for example: roads, watercourses, ditches, streams, wetlands wooded areas wells and septic systems);
- The location and distance from any natural features within 120 m of the proposed severed lands including rivers, creeks, open and closed municipal drains, natural watercourses, wooded areas and wetlands;
- The current uses of lands that are adjacent to the subject land (for example, residential, agricultural, commercial);;
- The location, width and name of any roads with or abutting the subject land, indicating whether it is an unopened road allowance, a public traveled road, a private road or a right-of-way;
- The location and nature of any easement affecting the subject land.

Part B - Authorization

To: Clerk/Planner, Town of Kingsville

I/WE, the undersigned, being the registered owner(s) of the above lands hereby authorize the individual noted below to act on my/our behalf regarding the lands which are the subject of this application.

Name of Solicitor or Agent acting on your behalf:

Town/Municipality of the Solicitor or Agent:

Date: _____

Signed: _____

Witness: _____

Date: _____

Signed: _____

Witness: _____

Dated at the _____ of _____ in the _____ of _____
this _____ day of _____, 20____.

Part C - Permission to Enter Property

To: Clerk/Planner, Town of Kingsville

I hereby authorize the Town Planner or his or her delegate or members of the staff of the Corporation of the Town of Kingsville to enter upon the subject lands and premises for the purpose of evaluating the merits of this application and subsequently to conduct any site inspections that may be required as a condition of approval. This is their authority for doing so.

Pertaining to lands described as: (municipal address) *

Date: _____

Signed: _____

Witness: _____

Date: _____

Signed: _____

Witness: _____

Note: Personal information on this form is collected under the authority of the Planning Act, RSO. 1990, Section 51 and will be used for contacting the applicant(s) and for the processing of the application. Questions about this collection should be directed to the Director of Corporate Services, 2021 Division Road North, Kingsville, ON N9Y 2Y9 519-733-2305

DECLARATION (INDIVIDUAL/JOINT OWNERSHIP)

I _____ of the _____ of _____ in
the County/Municipality of _____ solemnly declare that
all the statements contained in this application and any supporting documentation
is true, and I make this solemn declare 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 Town
Kingsville, in the County of Essex
this _____ day of _____ 20__.

A Commissioner.etc. (office use only)

Signature of Registered Owner(s), or
Authorized Agent

DECLARATION (OFFICER OF CORPORATION)

I _____ of the _____ of _____ in
the County/Municipality of _____ am the
_____ of the corporation (owner) of the property which is the
subject of this application. I solemnly declare that all the statements contained in
this application and any supporting documentation is true, and 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 Town
Kingsville, in the County of Essex
this _____ day of _____ 20__.

A Commissioner.etc. (office use only)

Signature of Registered Owner(s), or
Authorized Agent

Thank You

Please submit application to Planning Services