



Please retain this page for your information

A complete minor variance application package requires the submission of:

- a completed application form;
- the required fee; and
- sketch(es) (drawings) of the subject property.

BEFORE YOU SUBMIT:

Your submission package must include a completed application form together with a detailed site plan & can be deposited in the City drop box at the foot of the Civic Centre front entrance; or handed in to the receptionist in the lobby. Once your application is reviewed you will be contacted and advised of the application fee owing and of any additional information that may be required. When the required fee and information have been provided, your application will be scheduled for a hearing and you will be advised of the date in advance.

FEE: (cheque or bank draft payable to the City of Sault Ste. Marie)

APPLICATION:

- One (1) original copy of the completed application form is required.
- The nature and extent of relief applied for (on page 2 of application form) must include the applicable sections of the City of Sault Ste. Marie Zoning By-law. If applicable, please refer to the letter you received from the Building Division regarding the nature of the variance.
- Written authorization by the owner(s) is required if the application is signed by an agent or solicitor on the owner's behalf. If the applicant is a corporation acting without an agent or solicitor, the application must be signed by an officer that has the authority to bind the corporation and the corporation's seal (if any) must be affixed.
- To accompany the application:
 - 1 copy of a detailed site plan **drawn to scale**
 - In some cases, it may be preferable that this site plan/sketch be prepared by a qualified professional
 - The site plan/sketch must contain **all** the information noted below

SKETCH:

The Planning Act requires that sketches, drawings, or surveys show the following information. Should deficiencies be found, you may be required to re-apply.

- All measurements must be shown in **metric** (metres) and **drawn to scale**.
- The boundaries and **accurate** dimensions of the subject land
- The size, location, and type of all existing and proposed buildings, structures or additions on the subject land, measured from the front, rear, and side lot lines
- The location of all driveways, lanes, loading areas, and parking spaces
- The location, width and name of any roads within or abutting the subject land, indicating whether it is a public travelled road, unopened road allowance, private road, or a right-of-way
- The location and nature of any easement affecting the subject land
- The location of any natural or artificial features on the subject land and on land adjacent to the subject land (examples: trees, roads, watercourses, river or stream banks, wetlands, wooded areas, drainage ditches, wells, septic tanks, buildings, and railways)
- The current uses on land that is adjacent to the subject land

Note:

When filing an application;

- Your submission will be reviewed by staff to identify any possible issues or if there additional information needed; therefore avoiding unnecessary delays during processing. Contact information for staff is listed at the bottom of this page.
- This is **your** application – please make sure that you know the exact details of why you are applying. It is your responsibility to provide a complete and accurate application.
- An application will not be accepted as complete unless all legislated requirements have been met, and will not be processed until all necessary information has been received.
- Submission deadlines are subject to change at the discretion of the Secretary-Treasurer. Applications will not be added to the next agenda until they are determined complete.
- Depending on the volume of applications received, submitting an application on or before the application deadline does not guarantee the application will be heard at the next hearing. Applicants are encouraged to submit applications prior to the last submission day and to confirm a hearing date with the Secretary-Treasurer.
- In addition to the submission requirements found on the application form, the applicant should provide all the planning evidence necessary in support of the request being made. **This will assist the Committee in making an informed decision regarding your application.** Depending on the nature of the application, this evidence may be in the form of:
 - photographs showing the existing streetscapes;
 - contextual plans (in context with adjacent structures); and
 - historical information and/or detailed location plans (windows, openings, accessory structures) of the abutting properties.
- **The Committee of Adjustment application process is a public process.** Applications will be circulated to public agencies for comment. Notice of the hearing will be circulated to neighbouring property owners and a sign will be posted on the subject property. All parties are given the opportunity to provide written comment or attend the hearing, either in support or opposition of the application. The comments and opinions submitted on an application, including the name and address on the submission, become part of the public record and may be viewed by the general public.
- The owner, applicant, or authorized agent attends the public hearing. It is in the applicant's best interest to ensure they are represented at the hearing. Failure to attend could result in the Committee of Adjustment making a decision in your absence or deferring your application. A deferral fee will apply to deferred applications or applications requiring re-circulation for failure to attend the hearing.

Michelle Kelly, ACST
Secretary-Treasurer
Committee of Adjustment
Level 5, Civic Centre, 99 Foster Drive
Sault Ste. Marie, ON P6A 5X6
E m.kelly@cityssm.on.ca

Consultation with City staff is encouraged prior to submission of this application.	OFFICE USE ONLY	
	Date Received: _____	Application #: _____
	Application deemed complete: <input type="checkbox"/> Yes <input type="checkbox"/> No	Building File #: _____

TO BE COMPLETED BY APPLICANT

Was there pre-consultation with Building Division staff? **Yes** **No**

THE UNDERSIGNED HEREBY APPLIES TO THE COMMITTEE OF ADJUSTMENT FOR THE CITY OF SAULT STE. MARIE UNDER SECTION 45 OF THE PLANNING ACT, R.S.O. 1990, C.P.13, AS DESCRIBED IN THIS APPLICATION, FROM BY-LAW NO. (2005-150 & --151), AS AMENDED.

PROPERTY INFORMATION:

Address of Property: _____

Legal description of property (registered plan number and lot number or other legal description):

OWNER(S) INFORMATION:

Name: _____

Mailing Address: _____

City: _____ Postal Code: _____

Home Phone: _____ Work Phone: _____

Fax/Cell: _____ Email: _____

AGENT INFORMATION (If Any)

Company: _____

Name: _____

Mailing Address: _____

City: _____ Postal Code: _____

Work Phone: _____ Mobile Phone: _____

Fax: _____ Email: _____

Official Plan Designation:	Current Zoning Designation:
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NATURE AND EXTENT OF RELIEF APPLIED FOR (variances required):

Why is it not possible to comply with the provision of the by-law? (your explanation)

PROPERTY INFORMATION

Date property was purchased:

Date property was first built on:

Date of proposed construction
on property:

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

EXISTING USE OF THE SUBJECT PROPERTY (Residential/Commercial/Industrial etc.):

PROPOSED USE OF LAND (Residential/Commercial/Industrial etc.):

DIMENSIONS OF PROPERTY: (please refer to your survey plan or site plan)

Frontage:

Depth:

Area:

PARTICULARS OF ALL BUILDINGS AND STRUCTURES ON THE PROPERTY (in metric)					
EXISTING (DWELLINGS & BUILDINGS)			PROPOSED		
EXISTING (DWELLINGS & BUILDINGS)			PROPOSED		
Main Building			Main Building		
Gross Floor Area:			Gross Floor Area:		
Height of building:			Height of building:		
Garage/Carport (if applicable)			Garage/Carport (if applicable)		
Attached <input type="checkbox"/> Detached <input type="checkbox"/>			Attached <input type="checkbox"/> Detached <input type="checkbox"/>		
Width:			Width:		
Length:			Length:		
Driveway Width:			Driveway Width:		
Accessory Structures (Shed, Gazebo, Pool, Deck)			Accessory Structures (Shed, Gazebo, Pool, Deck)		
Describe details, including height:			Describe details, including height:		

LOCATION OF ALL BUILDINGS AND STRUCTURES ON OR PROPOSED FOR THE SUBJECT LAND					
EXISTING			PROPOSED		
Front Yard Setback:		M	Front Yard Setback:		M
Exterior Side Yard (corner lots only)		M	Exterior Side Yard (corner lots only)		M
Side Yard Setback:	N S E W M	N S E W M	Side Yard Setback:	N S E W M	N S E W M
Rear Yard Setback		M	Rear Yard Setback		M

TYPE OF ACCESS TO THE SUBJECT LANDS (please check the appropriate boxes)

Provincial Highway Municipal Road Private Road Water Other (Specify) _____

MUNICIPAL SERVICES PROVIDED (please check the appropriate boxes)

Water Sanitary Sewer Storm Sewer

If not available, by what means is it provided: _____

IS THE SUBJECT LAND THE SUBJECT OF ANY OF THE FOLLOWING DEVELOPMENT TYPE APPLICATIONS?

	No	Yes	File Number and File Status
Official Plan Amendment	<input type="checkbox"/>	<input type="checkbox"/>	_____
Zoning By-law Amendment	<input type="checkbox"/>	<input type="checkbox"/>	_____
Plan of Subdivision	<input type="checkbox"/>	<input type="checkbox"/>	_____
Site Plan	<input type="checkbox"/>	<input type="checkbox"/>	_____
Building Permit	<input type="checkbox"/>	<input type="checkbox"/>	_____
Consent	<input type="checkbox"/>	<input type="checkbox"/>	_____
Previous Minor Variance Application	<input type="checkbox"/>	<input type="checkbox"/>	_____

MUNICIPAL FREEDOM OF INFORMATION DECLARATION:

In submitting this development application and supporting document, the owner/authorized agent, hereby acknowledge the City of Sault Ste. Marie will provide public access to all development applications and supporting documentation, and provide my consent, that personal information, as defined by Section 2 of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) is collected under the authority of the Municipal Act, 2001, and in accordance with the provisions of MFIPPA. Information on this application and any supporting documentation provided by myself, my agents, consultants and solicitors, will be part of the public record and will also be available to the general public.

Questions regarding the collection, use, and disclosure of this information may be directed to the Secretary-Treasurer of the Committee of Adjustment, Level 5 Civic Centre, 99 Foster Drive, Sault Ste. Marie, ON P6A 5X6.

PERMISSION TO ENTER

The owner or authorized agent hereby authorizes the Committee of Adjustment members and City of Sault Ste. Marie staff to enter onto the above-noted property for the limited purposes of evaluating the merits of this application.

POSTING OF ADVISORY SIGN

This will confirm the requirement of the Committee of Adjustment for a sign to be posted by all applicants or authorized agents on each property under application.

A sign will be made available to you once the application has been processed and hearing time set. You are directed to post the sign in a prominent location that will enable the public to observe the sign. The location of each sign will depend on the lot and location of structures on it; however, the sign should be placed so as to be legible from the roadway in order that the public can see the sign and make note of the telephone number should they wish to make inquiries. In most cases, please post the sign on a stake as you would a real estate sign.

For commercial or industrial buildings, it may be appropriate to post the sign on the front wall of the building or at its entrance.

Each sign must be posted a minimum of ten (10) days prior to the scheduled hearing, until the day following the hearing. Please fill in the information below indicating your agreement to post the sign(s) as required. This form must be submitted with the application in order that it may be placed in the file as evidence that you have met with the Planning Act requirements. Failure to post the sign as required may result in a deferral of the application.

I, THE UNDERSIGNED, UNDERSTAND THAT EACH SIGN MUST BE POSTED AT LEAST TEN (10) DAYS BEFORE THE SCHEDULED HEARING OF MY APPLICATION AND BE REPLACED, IF NECESSARY, UNTIL THE DAY FOLLOWING THE HEARING.

Signature of Owner or Authorized Agent

Signature of Owner or Authorized Agent

AFFIDAVIT

I/We, _____, of the City of Sault Ste. Marie in District of Algoma, solemnly declare that all of the above statements contained in this application are 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.

Signature of Applicant or Authorized Agent

Signature of Applicant or Authorized Agent

NOTE: The signature of applicant or authorized agent must be witnessed by a Commissioner. A Commissioner is available when submitting the application to Committee of Adjustment staff.

Declared before me at the City of Sault Ste. Marie in the District of Algoma

this _____ day of _____, 202_____.

Commissioner of Oaths

(official stamp of Commissioner of Oaths)

APPOINTMENT AND AUTHORIZATION

I / We, the undersigned, being the registered property owner(s)

[Organization name / property owner's name(s)]

of _____

(Legal description and/or municipal address)

hereby authorize _____

(Authorized agent's name)

as my/our agent for the purpose of submitting an application(s) to the Committee of Adjustment and acting on my/our behalf in relation to the application.

Dated this _____ day of _____ 20____.

(Signature of the property owner)

(Signature of the property owner)

NOTES:

1. If the owner is a corporation, this appointment and authorization shall include the statement that the person signing this appointment and authorization has authority to bind the corporation (or alternatively, the corporate seal shall be affixed hereto).
2. If the agent or representative is a firm or corporation, specify whether all members of the firm or corporation are appointed or, if not, specify by name(s) the person(s) of the firm or corporation that are appointed.