



Municipalité de
RUSSELL
Township

APPLICATION FOR MINOR VARIANCE OR PERMISSION

for applying under Section 45 of the *Planning Act*. R.S.O. 1990 (as amended)

**HAVE YOU PRE-CONSULTED WITH THE PLANNING DEPARTMENT?
 HAVE YOU CONSIDERED DEVELOPMENT CHARGES?**

Complete all applicable sections of the application form. An incomplete application will be returned to the applicant. All required studies and plans must be part of the submission package for the application to be considered complete.

SECTION 1: BACKGROUND INFORMATION

PROPERTY INFORMATION			
Address:		Unit:	
Registered Plan Number:		Lot/Block numbers:	
Roll Number:		Concession	
Have you pre-consulted with Township staff?		Yes	No
If yes, indicate the date of pre-consultation:		Current zoning:	
The staff member's name:			
REGISTERED PROPERTY OWNER INFORMATION			
Last Name:		First Name:	Position:
Corporation or Partership:			
Address:		Unit:	
Town:		Province:	Postal Code
Phone:	Cell:		Email:

APPLICANT INFORMATION		
Registered Owner:		Authorized Agent:
Last Name:	First Name:	Position:
Corporation or Partnership:		
Address:		Unit:
Town:	Province;	Postal Code:
Phone:	Cell:	Email:

Specify the person who is to be contacted if more information needed. All communication will be directed to the person.

Name: _____ Email: _____
 Phone: _____ Cell: _____

APPLICATION TYPE (CHECK ONE)

Variance(s) to Zoning By-Law Permission (non-conforming Use)

Other, specify: _____

Has the subject property been the subject of previous development applications (zoning, consent, minor variance, subdivision, etc.)? Yes No Don't know

If yes, provide previous file number(s) and the date of any application(s):

File # _____ Date: _____

File # _____ Date: _____

What is the current use of the land? _____

What is the current Official Plan designation of the subject property? _____

What is the current Zoning of the subject property? _____

Lot characteristics:

Lot frontage (m): _____

Lot area (m2): _____

Lot depth (m): _____

or lot area (if irregular (m2): _____

SECTION 2: PROPOSAL DETAILS

What type of development is being proposed (new buildings or additions, land use(s), number of units, proposed tenure, etc.)?

What variances are requested?

Minor variance requested:

By-law requirement:

Minor variance requested:

By-law requirement:

Minor variance requested:

By-law requirement:

Minor variance requested:

By-law requirement:

* Attach a separate sheet if additional variances are required.

Outline the reasons for the request:

Complete the following information regarding **existing** buildings or structures on the property:

Type & size of Building/dwelling	Setbacks			Height	Floor area	Built in (yr) If known
	Front	Rear	Side			

SECTION 3: SUBMISSION REQUIREMENTS

Submission and plan requirements are outlined for the applicant during pre-application consultation with Township Staff. It is highly recommended that you consult with the Township prior to submission to ensure that your application is complete and is processed in a timely manner

Requirements for All Submissions:	<i>Number of Copies Required</i>
Site Plan	3 copies (11"x17")
Site Survey	2 copies (11"x17")
Cover Letter – explaining the nature of the application(s).	2 copies
Elevation drawings	2 copies (11"x17")

Potentially Required Studies (requirements to be defined through pre-consultation):

Engineering:

- Traffic Impact Study
- Site Servicing Study
- Stormwater Management Report
- Composite Utility Plan
- Geotechnical Study/Slope Stability Study
- Groundwater Impact Study
- Erosion and Sediment Control Plan
- Hydrogeological and Terrain Analysis
- Noise/Vibration Study

Planning/Design:

- Planning Rationale
- Concept Plan Showing Ultimate plan for Lands
- Plan of Parking Garage Layout
- Minimum Distance Separation (MDS)
- Archaeological Study
- Sun Shadow Study

Environmental:

- Phase 1 Environmental Site Assessment
- Phase 2 Environmental Site Assessment
- Tree Conservation Report
- Impact Assessment of Adjacent Waste Disposal/Former Landfill Site
- Mineral Resource Impact Assessment
- Environmental Impact Assessment

Notes:

1. All full-size plans and drawings must be submitted on A1-sized paper and folded to 8½" x 11".
2. Note that many of the plans and studies collected with this application must be signed, sealed, and dated by a qualified engineer, architect, surveyor, planner, or design specialist. The plans will not be reviewed if this information is missing.
3. Electronic copies of all required studies and plans must be supplied on a USB key in Adobe PDF (.pdf) format or by email. If you choose to submit your documents on a USB key, ensure that the key accompanies your application submission.
4. The applicant is responsible for paying for, and installing signage, as required by the Township, on the subject property. Signs will be ordered and the applicant notified when they are ready for pickup. Large signs (\$280) are required when the minor variance application is not part of a previous planning application. Small signs are required when the minor variance application follows a severance application or an amendment to the zoning by-law.
5. Additional fees may be required throughout the development review process, including, but not limited to, parkland dedication, review of technical reports, Conservation Authority fees, and agreements and associated fees.

Ontario Municipal Board (OMB) Hearing

Where the Township attends an Ontario Municipal Board hearing on behalf of the applicant, the applicant shall pay all legal costs incurred by the Township, including solicitor's fees and disbursements, preparation for and attendance at the hearing.

Maximum legal fees: \$10,000.00

AUTHORIZATION OF OWNER(S)

If someone other than the registered owner(s) of the property is making this application, then this section must be completed. If there is more than one registered owner, separate authorization is required from each individual or corporation.

I/We, _____ the undersigned,

hereby authorize _____
(print full name, including company, if any)

to submit the enclosed application to the Corporation of the Township of Russell, and to appear on my/our behalf at any hearing(s) of the application, and further, to provide any information or materials required by the Township of Russell relevant to the application.

DECLARED BEFORE ME

at the _____ of _____
(town, city, village, etc.) (Embrun, Limoges, Marionville, Russell)

this _____ day of _____, _____
(Day of the month) (Month) (Year)

Signature of Owner(s)

Signature of Owner(s)

A Commissioner, etc.

DECLARATION

This section is to be completed by the person carrying out this application (i.e. the registered property owner or the authorized applicant). **Note that if the applicant is not the registered owner, the “Authorization of Owners” form must also be completed.**

I, _____ of the _____
(name) (town, city, village, etc.)

of _____,
(Embrun, Limoges, Marionville, Russell, etc.)

solemnly declare that all the 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*.

DECLARED BEFORE ME

at the _____ of _____
(town, city, village, etc.) (Embrun, Limoges, Marionville, Russell, etc.)

this _____ day of _____, _____
(Day of the month) (Month) (Year)

Signature of Authorized Applicant(s) or Owner(s)

Signature of Authorized Applicant(s) or Owner(s)

UNDERTAKING FOR ONTARIO MUNICIPAL BOARD APPEAL

TO: Corporation of the Township of Russell
FROM: Name: _____
 Address: _____

SUBJECT: APPLICATION FOR MINOR VARIANCE OR PERMISSION

ADDRESS OF PROPERTY: _____

Where the Township of Russell substantially supports the application for a Minor Variance or Permission,

NAME OF APPLICANT: _____

hereby undertakes to pay, in accordance with By-law 06-2013 (as amended) of the Township of Russell, upon receipt of invoice from the Township, any and all legal costs, including all disbursements of the Township, in respect of preparation for and attendance at an Ontario Municipal Board hearing, until the matter is finally resolved by the said Board.

It is hereby acknowledged that "hearing" shall include all attendances before the Board in respect of the said application whether in person, telephone conference call or other means as directed by the Board.

Dated at _____ this _____ day of _____,
 (Embrun, Limoges, Marionville, Russell, etc.)

Complete 1 or 2.

1. For Applicants and Individuals

2. For Corporation and Companies

 Signature of applicant

 Corporate Name (if available)

 Name (print)

 Authorized Signature
 I have the authority to bind the Corporation

 Signature of Witness

 Name and Title (print)

 Name (print)