

IT IS THE RESPONSIBILITY OF THE OWNER OR AUTHORIZED AGENT TO PROVIDE COMPLETE AND ACCURATE INFORMATION AT ALL TIMES.

THIS FORM WILL NOT BE ACCEPTED AS AN APPLICATION UNTIL SUCH TIME AS ALL QUESTIONS HAVE BEEN ANSWERED AND ALL REQUIREMENTS HAVE BEEN MET IN THE MANNER REQUESTED HEREIN. PLEASE READ THE FOLLOWING CAREFULLY:

WE'VE GONE DIGITAL

Please submit new applications to committeeofadjustment@burlington.ca. Please ensure the subject line reads “**New MV Application_Applicant Name_Property Address.**” Follow the instructions below in order to make a proper submission. Payment will be accepted via a digital format (ie: e-transfer, wire transfer). Please refer to our webpage for meeting information www.burlington.ca/coa.

DEEMED STREET WIDTH

In order to reflect any future road widening on streets that abut an applicant's property, the deemed width must be confirmed. **Please visit our [Deemed Street Width](#) application via our interactive mapping software and follow the instructions to obtain the deemed street width. All property calculations and setbacks should reflect the deemed street width as opposed to the property line.**

MATERIALS REQUIRED

When submission is ready please ensure the following materials are included along with the provided checklist of required measurements and details for plans being submitted.

- ❑ **1 properly filled out application form in PDF format; as forms are a sworn legal document please complete all fields;**
- ❑ ****All PDF documents must be named using the standard naming convention. Applications will not be accepted if the following naming standards are not used. Please refer to next page for guidance.**
- ❑ **1 full size copy of the survey in PDF format (if required). Must be to scale and have metric measurements;**
- ❑ **1 complete set of Plans (Plans include site plan, elevation drawings and floor plans); Must be to scale and have metric measurements; acceptable scales for drawings 1:100, 1:200, 1:500
 - **must be true to scale (neither reduced nor enlarged) and PDF'd into a complete package****
- ❑ For commercial, industrial, and all multi-residential applications please include on your plans the following additional information, (where applicable) and complete pages 1, 2, 3(b) or 3(c):
 - Parking layout, Parking space sizes, and Landscaping.

NEW

****Please note that staff may require additional drawings, beyond what you submit, prior to completion of the preliminary reviews.**

SURVEYS

- Surveys are **required** for all new developments and substantial replacements on a property **except** where site plans and elevations have been stamped by a certified architect or engineer. Survey must be up-to-date, with the proposed development and related measurements provided.
- **An existing survey can be provided for developments more than 75 m² (807 sq. ft).** The details on the survey must accurately reflect what is currently on the property before the proposed work. If the survey is not legible or not-to-scale a new survey may be required. Bring in a copy when consulting with staff and they will advise if it is sufficient.
- **Exemption from New Survey**
An exemption from a new survey for **additions or accessory structures of 75 m² (807 sq. ft) or less, decks and swimming pools** can be requested and will require a signed waiver.



COMMITTEE OF ADJUSTMENT SUBMISSION STANDARDS

Complete Applications can be emailed to committeeofadjustment@burlington.ca.

Email subject line must state: "New MV or Consent (choose one) Application_Applicant Name_PropertyAddress"

All documents must be submitted in PDF format.

All submission documents must be attached to a single email.

Do **not** separate drawing packages into individual pages. Drawing packages (ex. floor plans, elevations, sections) must be combined into a single document.

*Applications will not be accepted if the following naming standards are not used:

Common Document Naming Standards	
Document Type:	Abbreviation:
Minor Variance Application	MV APP
Land Division (Consent) Application	LD APP
Legal OLS survey	SVY
Site plan	SP
Grading and drainage plan	GDPL
Elevations	ELEV
Drawing Package	DWG
Planning Justification Report	PLN RP
Arborist report	ARB
Tree protection plan	ARB TPP
Conservation Halton	CH
Niagara Escarpment Commission	NEC
Halton Region	HREG
Burlington Hydro	HYD
Ministry of Transportation	MTO
For any other documents not indicated above, please name documents plainly so that the contents are clear. Do not use obscure abbreviations. Do not separate drawing packages into individual pages.	

What is involved in the application process?

Once you have submitted your application, the Secretary-Treasurer will circulate various city departments, the Regional Municipality of Halton for comments. Incomplete applications may substantially delay the processing of an application. All property owners within 60 m (200 ft) of the site will be notified in writing ten days prior to the meeting. This notice, setting out the time, date and place of the hearing, is also sent to the owner and agent listed on the application. The entire process generally takes approximately 3-4 months from beginning to end, including the appeal period. The Secretary-Treasurer will be able to provide the date of your hearing when zoning has finished its review.

When does the committee meet?

Committee meetings are held twice a month on Wednesdays, alternating between 1:00pm start time and 5:30pm start time. Applications will be placed on the agenda based on their complexity. Meetings will be conducted virtually via Zoom Webinar videoconferencing technology.

How can you prepare for the hearing?

You will receive a copy of the agenda containing all staff comments prior to the hearing. As well, any letters received from the public will be mailed out/e-mailed to the owner and agent as soon as they are received. The committee will address comments/concerns raised by staff, circulated agencies or the public.

What happens next?

The committee will make its decision at the meeting, which is subject to a 20 (twenty) day appeal period from the date of the meeting at which the decision was made. During this time you, or any interested party, has the right to appeal to the Local Planning Appeal Tribunal. At the end of the appeal time period, if there has been no appeal, the committee's decision is final and binding.

Should the committee defer its decision; the owner/agent/lawyer will receive written confirmation of the deferral. If deferral is to allow the applicant to provide more information or meet certain requirements, the applicant should proceed expeditiously in order that the application can be rescheduled for another hearing. If the applicant requests the deferral to revise his/her application, a deferral fee may be charged payable prior to hearing; the revised application and a revised application fee may be applicable.

If approval was given subject to conditions and no appeals are submitted, the owner/agent is responsible for meeting all conditions. A decision does not take effect until all conditions are met within the given time periods. When all conditions have been fulfilled, the notice of final approval will be released.

How do you appeal the decision?

If you are dissatisfied with the decision you may, during the 20 (twenty) day appeal period time, deliver personally to the Secretary-Treasurer or send by registered mail, a "notice of appeal form" (available on the LPAT website) with reason for appeal, together with a cheque in the amount of \$400.00 made payable to the Minister of Finance. The appeal is then forwarded, with all necessary material, to the Local Planning Appeal Tribunal. The Local Planning Appeal Tribunal office will notify you of a hearing date to present your appeal to the Board.

If you have any further questions, please contact Amanda D'Angelo, Secretary-Treasurer at (905) 335-7629.



MINOR VARIANCE APPLICATION FEE SCHEDULE

Single Detached/Semi Detached Dwelling **\$ 1,000.00**

(Minor Additions up to 75 m², decks, fences,
Accessory building, driveways, walkways, pools)
Not including new dwellings, apartments or creating
additional dwelling units.

New Single Detached/Semi Detached Dwelling **\$ 5,982.00**

(Includes Additions over 75 m² and additional dwelling unit)

Commercial, Industrial, all Multi-Residential over 2 units **\$ 7,011.00**

The City is set up to accept E-transfers that can be sent to accounting@burlington.ca.

In the memo field of the e-transfer please be sure to include your name, site address, applicant/owner name, and brief description of what your payment is for. (ex: 426 Brant Street, John Doe, MV for house)

****Important - E-transfers must be sent from a bank that recognizes auto-deposit. The City cannot receive funds if a password is required.**

Conservation Halton Consultation Fee

Minor application with site visit	\$ 270.00
Minor application <u>without</u> site visit	\$ 153.00
Intermediate application	\$ 667.00
Major application	\$ 1,997.00

Please contact Conservation Halton to arrange payment.

Region of Halton

Application where the Region of Halton is required for circulation **\$ 37.08**

The Region is set up to receive E-transfers can be sent to PlanningFees@halton.ca.

The applicant must include the following payment details in the message section with every email money transfer forwarded to the Region: Site Address, Applicant/ Owner, File Number (if known)

****Important - E-transfers must be sent from a bank that recognizes auto-deposit. The Region cannot receive funds if a password is required.**

Fees are subject to change without notice

ADDITIONAL FEES:

Revisions to Applications (Requiring application to be recirculated)

Detached, Semi-detached Residential, Commercial, Industrial, and
Multi-unit Residential

\$ 3,452.00

Conservation Halton **Major** revision fee (if applicable)

75% of current fee

Conservation Halton **Minor** revision fee (if applicable)

25% of current fee

Request for Deferral by Applicant (Additional fees may apply)

\$ 631.00

Minor Variance or Permission

Minor Variance – Planning Act, Section 45(1)

The power of the Committee to grant a minor variance under Section 45(1) of the Act is based on the following four (4) tests, all of which must be satisfied for approval:

1. Is the variance minor?
2. Is the variance desirable for the appropriate development or use of the land, building or structure?
3. Is the general intent and purpose of the Zoning By-law maintained?
4. Is the general intent and purpose of the Official Plan maintained?

Permission – Legal Non-Conforming Uses and General Terms – Planning Act, Section 45(2)

- 2 (a) (i) The Committee may permit an enlargement or extension to an existing legal non-conforming building or structure wherein the use of such building or structure does not conform with the provisions of the Zoning By-law but legally has been in continuous existence before and following the date the By-law was passed.
- (ii) The Committee may permit a use that is similar to the purpose of the existing legal non-conforming use, or that is more compatible with the uses permitted in the By-law.
- (b) Where uses are defined in general terms, the Committee may permit the use of any land, building or structure for any purpose that, in its opinion, conforms with the uses permitted in the By-law.

Acceptable forms of evidence to support an application made under Section 45 (2) include:

- old property survey (must be signed, stamped and dated by an OLS)
- building permit records
- an Owners, or someone who has first hand knowledge, sworn affidavit confirming the use/existing building location has not change (a date confirming how long its existed in the current location)
- dated photographs
- Dated aerial photo

NOTES TO APPLICANT:

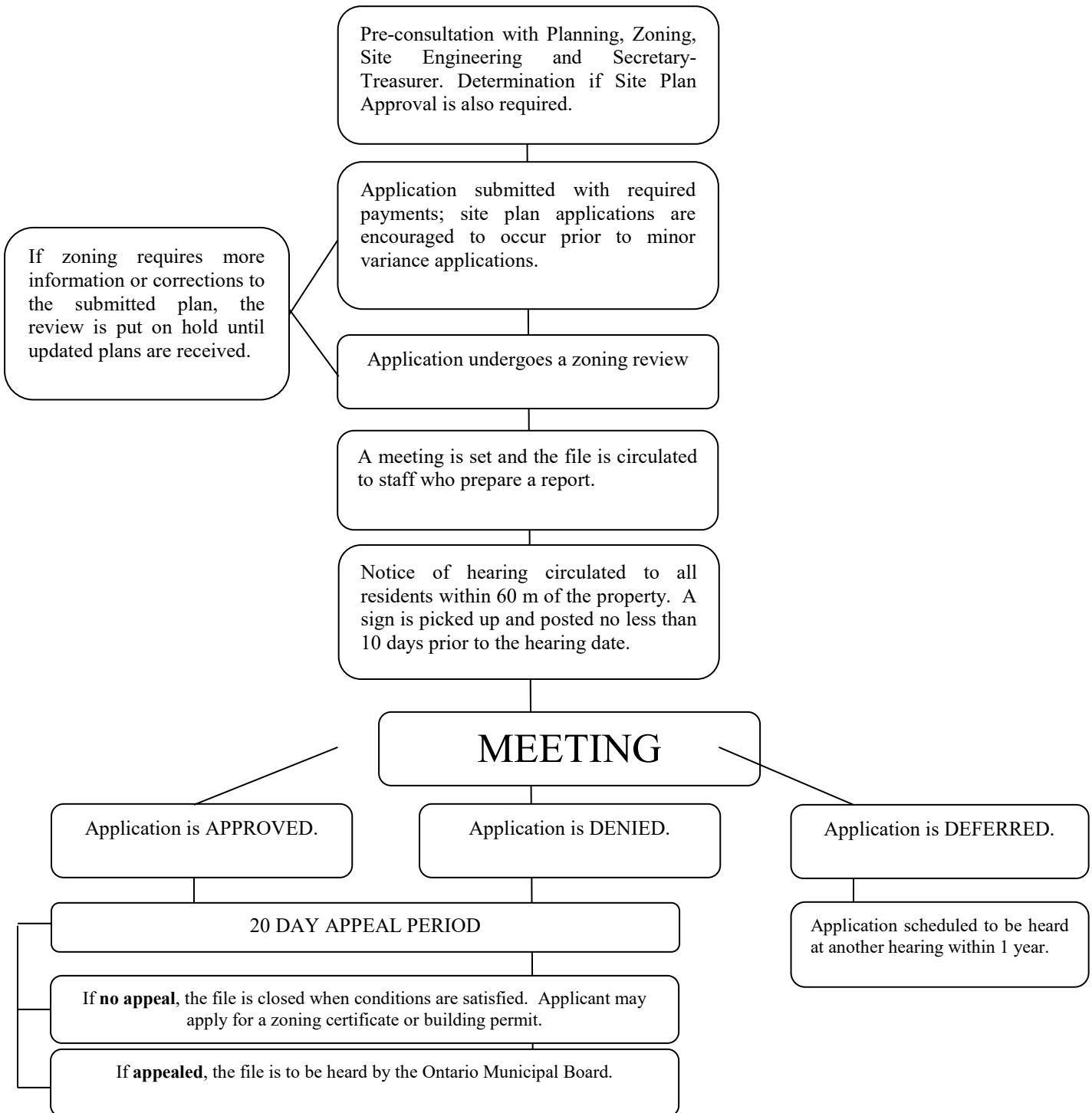
- Any rezoning and/or site plan approvals are to be applied for **prior** to the variances being dealt with. Contact the City of Burlington’s “Planning and Building department” for information and to apply. Should you fail to do so it could cause delays in the processing of your application;
- The affidavit attached to the application form is to be properly signed and sworn before a commissioner, solicitor or notary public;
- Any agent making the application must complete the authorization letter attached, signed by the owner(s), to make the application;
- If the owner(s) of the land(s) is a corporation, then the person signing the application or signing any required authorization for an agent must be one of the regular signing officers of the corporation with his or her appropriate signing authority clearly indicated, and the corporate seal must be placed over the same signature.

Notice of collection of personal information

Personal information contained on this form is collected under the authority of the Planning Act, RSO 1990, c. P.13, to process applications and make decisions. Applications made under the Planning Act, are considered part of the public record and shall be made available to the public. Questions about this collection can be directed to the Manager of Development Planning, City of Burlington, 426 Brant Street, Burlington, Ontario, L7R 3Z6, 905-335-7600.

The applicant acknowledges that an application, all supporting information and materials, including studies and drawings, submitted under the Planning Act, pursuant to s. 1.0.1 of the Planning Act, RSO 1990, c.P.13, as amended, shall be made available to the public.

APPLICATION PROCESS



Mandatory	Provided	Not Applicable	MINOR VARIANCE APPLICATION CHECKLIST Please ensure all materials and measurements are included in your submission. Check with staff if you have any questions about required material
✓			TWO (1) COPIES OF A NEW SURVEY (which includes proposal)
			To Scale
			Metric
			North Arrow
			Easements
OR			
✓			TWO (1) COPIES OF ORIGINAL SURVEY
			Completed Exemption Form
			To Scale
			Metric
			North Arrow
		Easements	
OR			
✓			DETAILED SITE PLAN (reviewed by zoning examiner)
			Site Plan Stamped by a Certified Architect or Engineer
			Elevations Stamped by a Certified Architect or Engineer
✓			1 COPY OF PLANS (MUST be true to scale and in metric)
	Which include:		
✓			SITE PLAN
			Metric
			North Arrow
			Frontage
			Depth
			Lot Area
			Lot Coverage **
			Deemed Street Line
			Existing Front Yard Setbacks
			Existing Rear Yard Setbacks
			Existing Side Yard Setbacks
		Existing Street Side Yard Setbacks	
		Existing Porch, Stairs and Overhang Setbacks	

Mandatory	Provided	Not Applicable	MINOR VARIANCE APPLICATION CHECKLIST Page 2 of 2
			Proposed Front Yard Setbacks
			Proposed Rear Yard Setbacks
			Proposed Side Yard Setbacks
			Proposed Street Side Yard Setbacks
			Proposed Porch, Stairs and Overhang Setbacks
			Streets (Public and Private)
			Street Names
			Parking (Dimensioned spaces, Driveway Width, Arrangement)
			Railways (Location of them and setbacks to structures)
			<u>All</u> Watercourses and/or Conservation Halton Areas (creek, lake,
✓			LOCATION AND MEASUREMENTS OF SHED, DECK OR OTHER STRUCTURES
			Setbacks
			Height
			Area
			Length
			Width
✓			ELEVATIONS
			Metric
			Front
			Rear
			Side 1
			Side 2
✓			FLOOR PLANS
			Metric
			North Arrow
			Gross Floor Area Calculation
			Ground Floor Area Calculation
			Finished Floor Calculation
			Floor Space Index (where applicable)
			Floor Area Ratio (where applicable)

I have reviewed the minor variance checklist and ensure all the applicable information is shown on the drawings submitted as part of this application.

Owner/Agent Signature: _____ Date: _____



EXEMPTION FROM NEW SURVEY REQUIREMENT

Applicant/Owner: _____ Property: _____

In consideration of the committee's policy to accept applications without the provision of a new OLS survey (except land severance applications), one copy of this form shall be completed and returned to the Secretary-Treasurer with the application. Please consult with the Secretary-Treasurer regarding the plans required for the application.

1. I, _____ in my capacity as _____ do attest to the following:
(Owner or Agent)

Please complete A, B or C

A) The OLS survey/sketch of survey dated _____
(month/day/year)
has been revised by _____
(person or company)

B) The site plan, architect's plan or engineer's plan dated _____
(month/day/year)
has been revised by _____
(person or company)

C) The sketch or plot plan** dated _____
(month/day/year)
was prepared by _____
(person or company)

****NOTE:** PLOT PLANS OR SKETCHES WILL BE ACCEPTED ONLY FOR APPLICATIONS INVOLVING USES (NO PHYSICAL CHANGE). FOR VARIANCES RELATED TO LAND SEVERANCE, A PROPER OLS SURVEY OR SKETCH OF SURVEY IS REQUIRED AND MAY ONLY BE MARKED UP/AMENDED BY THE SURVEYOR.

2. All structures, measurements, setbacks and boundaries of the property are shown accurately as of _____
(month/day/year)

3. The material submitted shows all measurements in metric, as calculated/converted by _____
(name of person)

4. Should the need arise during application processing for a new OLS survey, the applicant/agent agree to provide the survey as required by committee or city staff in order to receive a decision on the application.

Signature

Date



POSTING OF ADVISORY SIGN

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

A sign will be made available to you after completion of the zoning review of your application(s) and you are directed to post each 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 at its entrance. Please contact the undersigned if you have any queries on the sign location.

DO NOT POST THE SIGN INSIDE THE BUILDING BY A WINDOW. The sign must be outdoors by the roadway in order to be visible and readable.

Each sign must remain posted beginning 10 days prior to the hearing, until the day following the hearing. Please fill in the form below indicating your agreement to post the sign(s) as required. This form must be submitted with the application so that it may be placed on file as evidence that you have met the committee's requirements. Failure to post the sign as required may result in deferral of the application.

Thank you for your co-operation,

Amanda D'Angelo
Secretary-Treasurer
Committee of Adjustment

I UNDERSTAND THAT EACH SIGN MUST BE POSTED AT LEAST 10 DAYS BEFORE THE HEARING, AND WILL REMAIN POSTED AND BE REPLACED IF NECESSARY, UNTIL THE DAY FOLLOWING THE HEARING.

Owner _____ Property _____

Signature of Owner/Agent

Date



File No.:

A

**PLANNING ACT, R.S.O. 1990, C.P. 13
APPLICATION FOR MINOR VARIANCE OR FOR PERMISSION**

THE UNDERSIGNED HEREBY APPLIES TO THE COMMITTEE OF ADJUSTMENT FOR THE CITY OF BURLINGTON UNDER SECTION 45 OF THE PLANNING ACT, R.S.O. 1990, C.P.13, AS DESCRIBED IN THIS APPLICATION, FROM BY-LAW NO. 2020. (AS AMENDED)

Application made under:

Section 45 (1) of the Planning Act

Section 45 (2) of the Planning Act

Discussed the application with a city zoning examiner and development planner Y or N

Name of Planner: _____ Name of Zoning Examiner: _____

PROPERTY INFORMATION:

Address(es) of property:

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

OWNER(S) INFORMATION:

Name: _____

Address: _____

Postal Code: _____

Home Phone: _____ Work Phone: _____

Mobile: _____ E-mail: _____

AGENT INFORMATION (If Any): Unless otherwise required, all communications will be sent to the agent.

Name: _____

Address: _____

Postal Code: _____

Work Phone: _____ Mobile: _____

E-mail: _____

Official Plan Designation:

Current Zoning Designation:

Contact Owner: (check one)

Agent:

PROPOSED DEVELOPMENT:

Outline each variance you are requesting as well as the Zoning By-law requirements (Example: Reduction of front yard setback from 6m to 3m.) Attach a separate sheet if required.

In your own words, explain what you are proposing to do and why you cannot comply with the provisions of the Zoning By-law and how the minor variance(s) meet the four (4) tests under the Planning Act:

1. Why is the variance(s) minor in nature
2. Why are the variance(s) desirable for the appropriate use of the land?
3. Do the variance(s) meet the intent and purpose of the Official Plan?
4. Do the variance(s) meet the intent and purpose of the Zoning By-law (Attach separate sheet if required)

When justifying your reasons for approval, consider if the minor variances have any impact on the surrounding area? If you wish, you can include pictures or photos or letters of support with your application materials.

Date property was purchased: <div style="text-align: right; font-size: small;">(month/day/year)</div>	Date property was first built on: <div style="text-align: right; font-size: small;">(month/day/year)</div>	Date of proposed construction on property: <div style="text-align: right; font-size: small;">(month/day/year)</div>
EXISTING USE OF THE SUBJECT PROPERTY (check one): Detached Dwelling <input type="checkbox"/> Townhouse Dwelling <input type="checkbox"/> Street Townhouse Dwelling <input type="checkbox"/> Stacked Townhouse Dwelling <input type="checkbox"/> Semi-Detached Dwelling <input type="checkbox"/> Apartment <input type="checkbox"/> Mixed Use <input type="checkbox"/> Hi-Rise <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Vacant (New Home) <input type="checkbox"/> Other <input type="checkbox"/> _____		Length of time the existing uses of the subject property have continued: PROPOSED USE OF LAND:
EXISTING USES OF ABUTTING PROPERTIES (check all that apply) Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Multi-Residential <input type="checkbox"/> Vacant <input type="checkbox"/> Hydro right-of-way <input type="checkbox"/> Railway right-of-way <input type="checkbox"/> Provincial Highway <input type="checkbox"/> Park <input type="checkbox"/> Other <input type="checkbox"/> _____ Conservation Halton Lands: Lake Ontario <input type="checkbox"/> Creek <input type="checkbox"/> Storm Water Management Pond/Channel <input type="checkbox"/> Ravine <input type="checkbox"/>		
ADDITIONAL INFORMATION (where applicable): Is liquor sold on site? Y <input type="checkbox"/> or N <input type="checkbox"/> Is the property on the heritage inventory list for the Heritage Burlington? Y <input type="checkbox"/> or N <input type="checkbox"/> Unknown <input type="checkbox"/>		

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

IF KNOWN, IS THE SUBJECT LAND THE SUBJECT OF ANY OF THE FOLLOWING DEVELOPMENT TYPE APPLICATIONS:

	Yes	No	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 Development Plan	<input type="checkbox"/>	<input type="checkbox"/>	_____
Building Permit	<input type="checkbox"/>	<input type="checkbox"/>	Permit Issued? Yes <input type="checkbox"/> No <input type="checkbox"/>
Consent (Land Division Committee)	<input type="checkbox"/>	<input type="checkbox"/>	_____
Previous Minor Variance Application	<input type="checkbox"/>	<input type="checkbox"/>	_____

FOR A RESIDENTIAL DETACHED OR SEMI-DETACHED DWELLING

Dimensions of property:			Street width: (See 1st page of application for how to obtain deemed street width)				
Frontage:	Depth:	Area:	Actual:	Deemed:	Required:	Lot Coverage	Corner lot: Yes <input type="checkbox"/> No <input type="checkbox"/>

PARTICULARS of all buildings and structures on or proposed for the subject land

EXISTING (Dwelling & Buildings)

Ground Floor Area: (including garage if attached)	M2
Gross Floor Area:	M2
Number of Storeys:	
Width:	M
Length:	M
Height:	M

Garage/Car port (if applicable)

Detached

Gross Floor Area:	M2
Width:	M
Length:	M
Height:	M

Accessory Structure (Shed, Gazebo, etc.)

Gross Floor Area:	M2
Width:	M
Length:	M
Height:	M

Other (Pool, 2nd Shed, Deck, Driveway, etc.)

Gross Floor Area:	M2
Width:	M
Length:	M
Height:	M

PROPOSED (Dwelling/Building/Addition)

Ground Floor Area:	M2
Gross Floor Area:	M2
Number of Storeys:	
Width:	M
Length:	M
Height:	M

Garage/Car port (if applicable)

Detached

Gross Floor Area:	M2
Width:	M
Length:	M
Height:	M

Accessory Structure (Shed, Gazebo, etc.)

Gross Floor Area:	M2
Width:	M
Length:	M
Height:	M

Other (Pool, 2nd Shed, Deck, Driveway, etc.)

Gross Floor Area:	M2
Width:	M
Length:	M
Height:	M

LOCATION of all buildings and structures on or proposed for the subject land

EXISTING Dwelling

Front:	M
Rear:	M
Side/Street Side	M
Side/Other Side	M

Other

Front:	M
Rear:	M
Side/Street Side	M
Side/Other Side	M

PROPOSED Dwelling

Front:	M
Rear:	M
Side/Street Side	M
Side/Other Side	M

Other

Front:	M
Rear:	M
Side/Street Side	M
Side/Other Side	M

FOR COMMERCIAL, MIXED USE, INDUSTRIAL AND OTHER

Dimensions of property: Street width: (See 1st page of application for how to obtain deemed street width)

Frontage:	Depth:	Area:	Actual:	Deemed:	Required:	Density:	Have you applied for site plan approval? Yes <input type="checkbox"/> No <input type="checkbox"/>
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If yes, File #:

PARTICULARS of all buildings and structures on or proposed for the subject land

EXISTING (Building)

Ground Floor Area:	M2
Gross Floor Area:	M2
Number of Storeys:	
Width:	M
Length:	M
Height:	M
Floor Area: Office Space	M2
Floor Area: Warehouse/Retail/Other	M2
Parking Spaces Required:	
Parking Spaces Existing:	
# of Existing Units	
Floor Area Ratio	

PROPOSED (Building/Addition)

Ground Floor Area:	M2
Gross Floor Area:	M2
Number of Storeys:	
Width:	M
Length:	M
Height:	M
Floor Area: Office Space	M2
Floor Area: Warehouse/Retail/Other	M2
Parking Spaces Proposed:	
# of Proposed Units	
Floor Area Ratio	

EXISTING (Other)

Ground Floor Area:	M2
Gross Floor Area:	M2
Number of Storeys:	M
Width:	M
Length:	M
Height:	M

PROPOSED (Other)

Ground Floor Area:	M2
Gross Floor Area:	M2
Number of Storeys:	M
Width:	M
Length:	M
Height:	M

LOCATION of all buildings and structures on or proposed for the subject land

EXISTING

Building

Front:	M
Rear:	M
Side:	M
Side:	M

Other

Front:	M
Rear:	M
Side:	M
Side:	M

PROPOSED

Building

Front:	M
Rear:	M
Side:	M
Side:	M

Other

Front:	M
Rear:	M
Side:	M
Side:	M

MULTI-RESIDENTIAL (STREET TOWNHOUSES, HI-RISE, DUPLEXES, STACKED TOWNHOUSES etc.)

Dimensions of property:

Street width: (See 1st page of application for how to obtain deemed street width)

Frontage:	Depth:	Area:	Actual:	Deemed:	Required:	Density:	Have you applied for site plan approval? Yes <input type="checkbox"/> No <input type="checkbox"/>
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If yes, File #:

PARTICULARS of all buildings and structures on or proposed for the subject land

EXISTING (Building)

Ground Floor Area:	M2
Gross Floor Area:	M2
Number of Storeys:	
Width:	M
Length:	M
Height:	M
Parking Spaces Required:	
Parking Spaces Existing:	
# of Existing Units	
Floor Area Ratio	

PROPOSED (Building/Addition)

Ground Floor Area:	M2
Gross Floor Area:	M2
Number of Storeys:	
Width:	M
Length:	M
Height:	M
Parking Spaces Proposed:	
# of Proposed Units	
Floor Area Ratio	

EXISTING (Other)

Ground Floor Area:	M2
Gross Floor Area:	M2
Number of Storeys:	M
Width:	M
Length:	M
Height:	M

PROPOSED (Other)

Ground Floor Area:	M2
Gross Floor Area:	M2
Number of Storeys:	M
Width:	M
Length:	M
Height:	M

LOCATION of all buildings and structures on or proposed for the subject land

EXISTING

Building

Front:	M
Rear:	M
Side:	M
Side:	M

Other

Front:	M
Rear:	M
Side:	M
Side:	M

PROPOSED

Building

Front:	M
Rear:	M
Side:	M
Side:	M

Other

Front:	M
Rear:	M
Side:	M
Side:	M

AFFIDAVIT

***Please fill out at time of submission of application**

I have the authority to bind the Corporation (check if applicable) Signature of Applicant or Authorized Agent _____

I, _____ of the _____ of _____ in the _____ of _____

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 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 _____ in the _____ of _____
this _____ day of _____ 20 _____

Signature of Commissioner, etc.

Signature of Applicant or Authorized Agent

OWNER'S AUTHORIZATION

If an agent is used, the owner must also complete the following:

***I, _____ being the registered owner of the subject lands hereby
authorize _____ to prepare, submit and act on my behalf with respect to this application
for Minor Variance.***
(name of agent)

Signature

Date

PERMISSION TO ENTER

Permission to Enter – This **MUST** be completed for all applications and signed by the **OWNER**.

Municipal Address of Subject Lands:

I hereby authorize the Committee of Adjustment members, City of Burlington and Region of Halton staff to enter onto the above-noted property for the limited purposes of evaluating the merits of this application.

.....
Signature of Owner/Agent

.....
Please Print Name