

January 2018 (RS)

**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:***

#### **BEFORE SUBMITTING THE APPLICATION**

Come to City Hall and consult with staff. Bring in any preliminary plans you may have, ensure that plans clearly show proposed changes. There is information that Staff will have to provide before the application can be filled out.

#### **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.

- ❑ **One properly filled out application form; as forms are a sworn legal document please complete all fields;**
- ❑ **2 full size copies of the survey** (if required, see above) Must be to scale and has metric measurements provided;
- ❑ **15 copies of the Plan (Plan includes site plan, elevation drawings and floor plans);** Must be **to scale** and has **metric** measurements provided; **acceptable scales for drawings 1:100, 1:200, 1:500**
  - **7 sets must be true to scale (neither reduced nor enlarged);**
  - **8 additional copies may be reduced to a readable size (minimum page size 11" x 17")**
- ❑ 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;
  - Landscaping.

**\*\*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 m<sup>2</sup> (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 m<sup>2</sup> (807 sq. ft) or less, decks and swimming pools** can be requested and will require a signed waiver.

#### **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 by site engineering. **All property calculations and setbacks should reflect the deemed street width as opposed to the property line, if required.**

### **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 and Burlington Hydro Inc. 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 40 to 45 days from the date the application is submitted. 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 Monday evenings promptly at 6:30 p.m. Each application is heard in numerical order based on file number.

### **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 Ontario Municipal Board. 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 OMB website) with reason for appeal, together with a cheque in the amount of \$300.00 made payable to the Minister of Finance. The appeal is then forwarded, with all necessary material, to the Ontario Municipal Board. The Ontario Municipal Board office will notify you of a hearing date to present your appeal to the Board.

If you have any further questions, please contact Shawna Houser, Secretary-Treasurer at (905) 335-7629.

## MINOR VARIANCE APPLICATION FEE SCHEDULE FOR JANUARY 01, 2018

<p><b>Single Detached/Semi Detached Dwelling</b> <span style="float: right;"><b>\$ 913.00</b></span>          (Minor Additions up to 75 m<sup>2</sup> OR decks, fences, Accessory building, driveways, walkways, pools)          Not including New dwellings, apartments or creating additional dwelling units.          Make cheque payable to the <b>City of Burlington</b></p>
<p><b>New Single Detached/Semi Detached Dwelling</b> <span style="float: right;"><b>\$2,683.00</b></span>          (Includes Additions over 75 m<sup>2</sup> and additional dwelling unit)          Make cheque payable to the <b>City of Burlington</b></p>
<p><b>Commercial, Industrial, all Multi-Residential over 2 units</b> <span style="float: right;"><b>\$3,779.00</b></span>          Make cheque payable to the <b>City of Burlington</b></p>
<p><b>Conservation Halton Consultation Fee</b> (minimum charge) <span style="float: right;"><b>\$ 300.00</b></span>          Make cheque payable to <b>Conservation Halton</b>          (Conservation Halton fee is applicable if the property abuts, but not limited to, any creek, storm water channel or Lake Ontario)</p>

*Fees are subject to change without notice*

**ADDITIONAL FEES:**

<b>Revisions to Applications</b> (Requiring application to be recirculated)	
Detached and Semi-detached Residential	<b>\$ 352.00</b>
Commercial, Industrial and Multi-unit Residential	<b>\$ 745.00</b>
<b>Request for Deferral by Applicant</b> (Additional fees may apply)	<b>\$ 224.00</b>
<b>Revisions to Approved Plans</b>	<b>\$ 224.00</b>

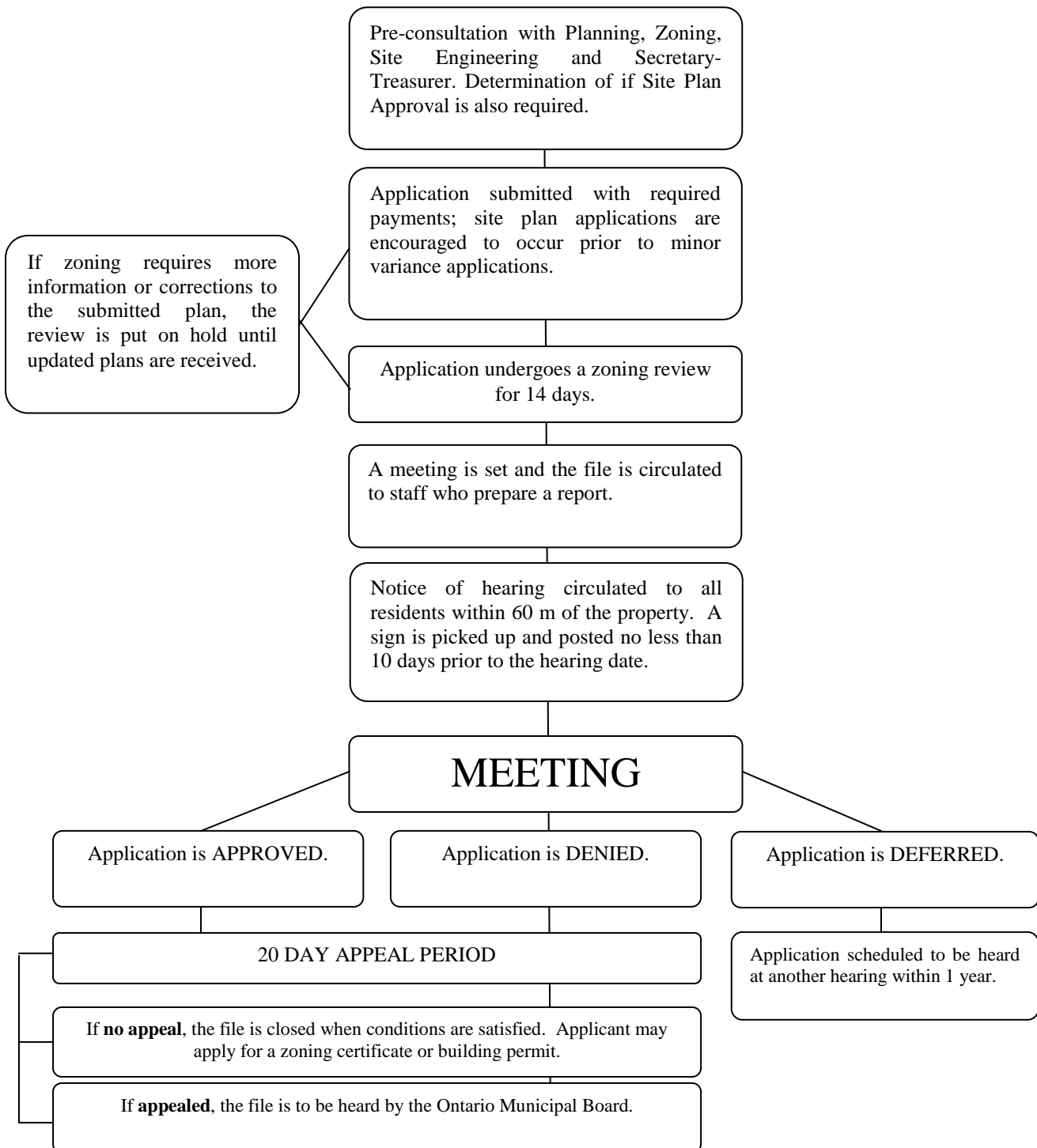


January 2018 (RS)

**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. This may be done by the Secretary-Treasurer to the Committee of Adjustment where a commissioning fee will be applied;
- 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.

**MINOR VARIANCE APPLICATION PROCESS**



Mandatory	Provided	Not Applicable	<b>MINOR VARIANCE APPLICATION CHECKLIST</b> Please ensure all materials and measurements are included in your submission. Check with staff if you have any questions about required material
✓			<b>TWO (2) COPIES OF A NEW SURVEY (which includes proposal)</b>
			To Scale
			Metric
			North Arrow
			Easements
	<b>OR</b>		
✓			<b>TWO (2) COPIES OF ORIGINAL SURVEY</b>
			Completed Exemption Form
			To Scale
			Metric
			North Arrow
			Easements
	<b>OR</b>		
✓			<b>DETAILED SITE PLAN (reviewed by zoning examiner)</b>
			Site Plan Stamped by a Certified Architect or Engineer
			Elevations Stamped by a Certified Architect or Engineer
✓			<b>15 COPIES OF PLANS (7 sets true to scale, other 8 can be reduced to readable size)</b>
			<b>Which include:</b>
✓			<b>SITE PLAN</b>
			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	<b>MINOR VARIANCE APPLICATION CHECKLIST</b> <div style="text-align: right;">Page 2 of 2</div>
			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, wetland,
✓			<b>LOCATION AND MEASUREMENTS OF SHED, DECK OR OTHER STRUCTURES</b>
			Setbacks
			Height
			Area
			Length
			Width
✓			<b>ELEVATIONS</b>
			Metric
			Front
			Rear
			Side 1
			Side 2
✓			<b>FLOOR PLANS</b>
			Metric
			North Arrow
			Gross Floor Area Calculation
			Ground Floor Area Calculation
			Finished Floor Calculation
			Floor Space Index (where applicable)
			Floor Area Ratio (where applicable)



## 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,

Shawna Houser  
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)

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: Fax:
Work Phone: Cell:
E-mail:

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

Name:
Address:
Postal Code:
Work Phone: Fax:
Cell:
E-mail:

Official Plan Designation: Current Zoning Designation: Contact Owner: (check one) Agent:

PROPOSED DEVELOPMENT:

NATURE AND EXTENT OF RELIEF APPLIED FOR VARIANCES REQUIRED (THIS SECTION MUST BE COMPLETED):

[Large empty area for describing the 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)

---



---



---



---



---

Date property was purchased: <small>(month/day/year)</small>	Date property was first built on: <small>(month/day/year)</small>	Date of proposed construction on property: <small>(month/day/year)</small>
<b>EXISTING USE OF THE SUBJECT PROPERTY (check one):</b> 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:  <b>PROPOSED USE OF LAND:</b>
<b>EXISTING USES OF ABUTTING PROPERTIES (check all that apply)</b> 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"/>		
<b>ADDITIONAL INFORMATION (where applicable):</b> Have you pre-consulted with a city development planner and zoning examiner? Y <input type="checkbox"/> or N <input type="checkbox"/> Please list the names of the planner and zoning examiner: _____  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? <input type="checkbox"/> Yes <input type="checkbox"/> No
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: (Applicant to Obtain information from Site Engineering)**

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, 2<sup>nd</sup> Shed, Deck, 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, 2<sup>nd</sup> Shed, Deck, 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: (Applicant to Obtain information from Site Engineering)

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

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: (Applicant to Obtain information from Site Engineering)

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

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