

Minor Variance Application Form

STAFF USE ONLY: File Number "A" ____/____

Town of Caledon, Planning and Development staff provides the opportunity stakeholders (i.e. residents, landowners, businesses, etc.) to submit a Minor Variance application to seek relief from standards in the Zoning By-law.

To submit a Minor Variance application, the applicant must submit the following information to the Secretary-Treasurer:

Application Form including the appointment and authorization, permission to enter, and posting of advisory sign

A site plan, scaled in metric, and clearly meeting the [Electronic Submission Requirements for Planning Applications](#), which contains the following information:

- The boundaries and dimensions of the subject property.
- The location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings or structures from the front lot line, rear lot line and side lot lines.
- The location, dimensions and shape of any existing building envelope (registered on title), if applicable.
- The location, dimensions, area and shape of any existing structure envelope (as depicted in the Zoning By-law and/or registered on title), and any proposed expansion to the structure envelope, if applicable.
- The approximate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application. Examples include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks.
- The current uses on land that is adjacent to the subject land (i.e. commercial, residential, agricultural, etc.).
- The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right-of-way.
- If access to the subject land is by water only, the location of the parking and docking facilities to be used.
- The location and nature of any easement affecting the subject land.

Minor Variance fee payment in accordance with the applicable [Town of Caledon Fee By-law](#); and,

Any other information that may be pertinent.

List the Supporting Material:



6311 Old Church Road
Caledon, ON L7C 1J6
www.caledon.ca

T. 905.584.2272 | 1.888.225.3366 | F. 905.584.4325

Minor Variance Application Form

Please confirm if a Preliminary Meeting was held with Planning staff.

Date Meeting Held _____

Staff Representatives _____

Please confirm if the application is being submitted to recognize an existing situation constructed/established without approvals:

Yes

No

Were you advised of a zoning deficiency through a Building Permit review?

Yes

No



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APPLICANT CONTACT INFORMATION

Organization/Corporation Name

Contact First Name

Contact Middle Name
(Optional)

Contact Last Name

First Name

Middle Name (Optional)

Last Name

Address Prefix (Optional)

Street Number

Street Name

Street Type

Street
Direction

Unit Type

Unit Number

City/Town

Province

Country

Postal Code

Email Address

Phone Number and Extension

Phone Type

Primary Phone

Phone Number and Extension

Phone Type

Phone Number and Extension

Phone Type

Phone Number and Extension

Phone Type

Phone Number and Extension

Phone Type



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OWNER CONTACT INFORMATION

SAME AS APPLICANT

Organization/Corporation Name

Contact First Name
(Optional)

Contact Middle Name
(Optional)

Contact Last Name
(Optional)

First Name

Middle Name (Optional)

Last Name

Address Prefix (Optional)

Street Number

Street Name

Street Type

Street
Direction

Unit Type

Unit Number

City/Town

Province

Country

Postal Code

Email Address (Optional)

Phone Number and Extension

Phone Type

Primary Phone

Phone Number and Extension

Phone Type

Phone Number and Extension

Phone Type

Phone Number and Extension

Phone Type

Phone Number and Extension

Phone Type



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PROPERTY INFORMATION AND EXISTING USES/BUILDINGS/STRUCTURES

Street Number Street Name Street Type Street Direction

Unit Type Unit Number

Roll Number

Legal Description

Site Area (metric units) Frontage (metric units) Depth (metric units)

Date of Property Acquisition by Current Owner: _____

Existing Access to the Subject Property is by: *(check those that apply)*

- Provincial Highway
- Regional Road
- Municipal Road
- Private Right-of-Way or Condominium Road
- Water
- Other: _____

If Access is by water, please indicate the parking and docking facilities used or to be used and the approximate distance of these facilities from the subject land and the nearest public road.



Minor Variance Application Form

If the access year round or seasonal?

Year Round

Seasonal

Existing Water Servicing the Property is by: *(check those that apply)*

Municipal Water (Piped)

Individual Private Well

Communal Well

A Lake or Other Water Body

Other: _____

Existing Sewage Disposal Servicing the Property is by: *(check those that apply)*

Municipal Sanitary Sewers

Private Individual Septic System

Private Communal Septic System

A Privy

Other: _____

Existing Storm Drainage Servicing the Property is by: *(check those that apply)*

Municipal Storm Sewers

Ditches

Swales

Other: _____

Planning Policy Framework:

Official Plan	
Zoning By-law 2006-50	
Zoning By-law 87-250	



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Regulated by a Conservation Authority?

Toronto and Region Conservation Authority

Credit Valley Conservation authority

Lake Simcoe Region Conservation Authority

Nottawasaga Valley Conservation Authority

Indicate if the Subject Property is the Subject of Any of the Following Planning Applications:

Application Type	File Number	Status
Draft Plan of Subdivision		
Zoning By-law Amendment		
Consent/Land Division		
Previous Minor Variance		
Site Plan Approval		



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Please Identify All Existing Uses and Buildings/Structures on the Property. (Where there are more uses, buildings or structures existing, attach further details in supporting documentation.)

Existing Use (i.e. Residential – House)	Year Established (i.e. 2008)	Was this Use Established Without Permissions?
		Yes No Unknown
		Yes No Unknown
		Yes No Unknown

Is the property vacant?

Yes

No

If the property is vacant, please proceed to Page 10.

If the property is not vacant, please complete the table on Page 9 for all buildings and structures existing on the property. Where necessary, please attach additional information to the application to provide the required information.



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Minor Variance Application Form

Building/Structure Type	Year Constructed
Front Lot Line Setback (metric units)	Height (metric units)
Rear Lot Line Setback (metric units)	Dimensions (metric units)
Side Lot Line Setback (metric units)	Total Floor Area (metric units)
Side Lot Line Setback (metric units)	

Was this Building/Structure Established Without Permissions? Yes No

Please Confirm what will Happen with the Existing Building/Structure should the Variance be Approved:

No Change To Be Demolished

Building/Structure Type	Date Constructed
Front Lot Line Setback (metric units)	Height (metric units)
Rear Lot Line Setback (metric units)	Dimensions (metric units)
Side Lot Line Setback (metric units)	Total Floor Area (metric units)
Side Lot Line Setback (metric units)	

Was this Building/Structure Established Without Permissions? Yes No

Please Confirm what will Happen with the Existing Building/Structure should the Variance be Approved:

No Change To Be Demolished



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PROPOSED PROPERTY INFORMATION/USES/BUILDINGS/STRUCTURES

Please Identify All Proposed Uses and Buildings/Structures. *(Where there are more uses, buildings or structures proposed, attach further details in supporting documentation.)*

Proposed Use (i.e. Residential – House)

Is a building/structure proposed to be constructed on the property as part of the application?

Yes

No

If a building/structure is not proposed, please proceed to Page 12.

If a building/structure is proposed, please complete the table on Page 11 for all proposed buildings and structures on the property. Where necessary, please attach additional information to the application to provide the required information.



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Building/Structure Type

Front Lot Line Setback (metric units)

Height (metric units)

Rear Lot Line Setback (metric units)

Dimensions (metric units)

Side Lot Line Setback (metric units)

Total Floor Area (metric units)

Side Lot Line Setback (metric units)

Building/Structure Type

Front Lot Line Setback (metric units)

Height (metric units)

Rear Lot Line Setback (metric units)

Dimensions (metric units)

Side Lot Line Setback (metric units)

Total Floor Area (metric units)

Side Lot Line Setback (metric units)



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PROPOSED RELIEF BEING SOUGHT (LIST ALL VARIANCES REQUESTED)

(Where there are more variances being requested than space provided, please attach a document listing all variances.)

EXPLANATION AND DESCRIPTION OF THE PROPOSAL (EXPLAIN THE REASON WHY THE PROPOSAL CANNOT COMPLY WITH THE ZONING BY-LAW)

(If you require more space, please attach a document.)

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Personal information contained on this form is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, and will be used for the purpose of submitting a Minor Variance Application. Questions about this collection should be directed to the Municipal Freedom of Information Co-ordinator, Town of Caledon, 6311 Old Church Road, Caledon, Ontario, L7C 1J6, 905.584.2272.

REGISTERED PROPERTY OWNER(S) APPOINTMENT AND AUTHORIZATION TO AN APPLICANT

- If the owner(s) 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 is affixed over the signature.
- If there is more than one owner, all owners shall complete and sign this or affix an additional appointment authorization form.
- If the agent is a corporation, please specify the name of the person(s) who is appointed on its behalf.

I/We, the undersigned, being the registered property owner(s) of the subject property, hereby authorize _____ to act on
 (applicant full name)
 my/our behalf with respect to making a minor variance application to the Town of Caledon.

Owner/Signing Officer

Owner/Signing Officer

I have authority to bind the Corporation.

Name of Corporation

Print – Full Name and Position



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PERMISSION TO ENTER PROPERTY

By completing the Declaration of Owner or Authorized Applicant, I/we hereby acknowledge and authorize the members of the Town of Caledon Committee of Adjustment and staff as well as any other government body or agency, to enter upon the lands subject to this application for the purpose of conducting a site inspection and agree that no discussion shall take place with the Committee members or staff during the site inspection.

Initials

Initials

SIGN POSTING AND PROPERTY STAKING AGREEMENT

I/We hereby acknowledge receipt of the Notice Sign from Town staff and agree that such Notice Sign shall be posted at least 10 days before the hearing on an application for a minor variance and clearly visible and legible from a public highway or other place to which the public has access, at every separately assessed property in the area to which the application applies or, where posting on the property is impractical, at a nearby location chosen by the Secretary-Treasurer.

I/We hereby acknowledge that failure to adequately post and maintain such sign may result in the deferral of the hearing of the application by the Committee of Adjustment and a deferral fee may be required to be paid to the Town by the Applicant at a cost established by By-law by the municipality.

Initials

Initials



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DECLARATION OF OWNER OR AUTHORIZED APPLICANT

The signature of an owner or authorized applicant must be witnessed by a Commissioner, etc. A Commissioner is available at Town Hall by appointment, if needed.

I, _____ of the
(Full Name of Owner or Applicant)

_____ of _____
(Lower Tier i.e. Town/City) (Lower Tier Municipality Name)

in the _____ of _____ :
(Upper Tier i.e. Region) (Upper Tier Municipality Name)

Solemnly declare that all above statements and the statements contained in all exhibits transmitted herewith 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.

Information is being collected under the authority of the *Planning Act*, R.S.O. 1990, Chapter P.13. In accordance with that *Act*, the Town of Caledon provides public access to all *Planning Act* applications, supporting information and comments submitted to the Town for review. In submitting the information to the Town, the submitter acknowledges that the information contained in this application and any supporting information including reports, studies and drawings provided by the owners, applicants, consultants, solicitors and comments received from the public, together constitute public information and will become part of the public record. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56, copies of the application and any of its supporting information, documents or comments may be released or made available to the general public through the Town’s website or by any other means.

DECLARED before me at the

_____ of _____
(Lower Tier i.e. Town/City) (Lower Tier Municipality Name)

in the _____ of _____ :
(Upper Tier i.e. Region) (Upper Tier Municipality Name)

this _____ day of _____, _____ .
(day i.e. 20th) (month) (year)

Signature of Commissioner, etc.

Signature of Applicant/Owner



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SUBMISSION OF THE MINOR VARIANCE APPLICATION FORM

Please use the Town’s online request form, or print, scan and submit the completed Minor Variance application form and required information in person to:

Planning and Development Services
Community Services Department
Town of Caledon
T.: 905-584-2272 x. 7338
Email: COFA.Agenda@caledon.ca

MINOR VARIANCE PROCESS OVERVIEW

Once the applicant has submitted the above-noted material, Planning staff will contact the applicant to receive payment for the required fee and discuss obtaining the commissioned application form. Once all required material and fees are paid, the application will be circulated and the public will be notified.

