

TOWN OF HANOVER

APPLICATION FOR MINOR VARIANCE

Under Section 45 of the Ontario Planning Act, R.S.O. 1990, as amended

(FOR OFFICE USE ONLY)

FILE NUMBER A - -

Date Received:

The undersigned applies to the Committee of Adjustment of the Town of Hanover for relief from the Applicable Zoning By-Law.

**NOTE:** This application consists of Part “A”, Part “B” and Part “C”. To avoid delays, the information on each part must be complete and accurate. Incomplete applications will be returned. All applications must be signed. Metric units should be used. **PLEASE PRINT.**

Mail 3 copies of this form to: TOWN OF HANOVER  
341 10th Street  
HANOVER, Ontario  
N4N 1P5  
(519) 364-2780

**FEE:** \$ Payable to the **TOWN OF HANOVER**

PART “A” (Page 1 of 2)

1. NAME AND ADDRESS

APPLICANT/OWNER’S NAME AND ADDRESS	AGENT/SOLICITOR’S NAME AND ADDRESS
Name:	Name:
Mailing Address:	Mailing Address:
Town/City/Province:	Town/City/Province:
Postal Code:	Postal Code:
Telephone Number: ( ) -	Telephone Number: ( ) -
Facsimile Number ( ) -	Facsimile Number ( ) -
All Correspondence Should Be Sent To: <input type="checkbox"/> APPLICANT OR <input type="checkbox"/> AGENT/SOLICITOR	

2. LOCATION OF PROPERTY

Municipality		Municipal Address		
Registered Plan Number	Lot(s)	Reference Plan Number	Part(s)	Parcel Number
Geographic or Former Township		Concession Number		Lot Number (s)

3. Date subject land was acquired by current owner:

4. Date existing buildings or structures on subject land were constructed:

5. Name and Address of Mortgagees, holders of charges or other encumbrances in respect of the subject property:

6. CURRENT OFFICIAL PLAN DESIGNATION OF SUBJECT PROPERTY

7. CURRENT ZONING OF SUBJECT PROPERTY

8. Nature and extent of the relief from the Zoning By-Law applied for:  
USE | EXTENSION

9. Reason(s) why the proposed use cannot comply with the provisions of the Zoning By-Law:

PART “A” (Page 2 of 2)

10. Is the property subject of a current application under the Act: (Please indicate File Number and status of application)

Consent ☐No ☐Yes

Plan of Subdivision ☐No ☐Yes

☐ Other \_\_\_\_\_

File Number \_\_\_\_\_

File Number \_\_\_\_\_

File Number \_\_\_\_\_

11. Has the subject property ever been the subject of a previous application for relief from the Zoning By-Law?

☐No ☐Yes (please indicate File Number and status of application.)

12. DESCRIPTION OF PROPERTY AS SHOWN ON SKETCH

	EXISTING	BY-LAW PROVISIONS	PROPOSED
FRONTAGE (m.)			
DEPTH (m.)			
AREA (m.)			
WIDTH OF STREET			

13. USE OF PROPERTY

EXISTING USE	Length of time Existing Uses of subject land have continued:
PROPOSED USE	

14. EXISTING USES OF ABUTTING PROPERTIES:

15. ZONING PROVISIONS

	EXISTING	BY-LAW PROVISIONS	PROPOSED
TYPE OF BUILDING/STRUCTURE			
SETBACK FROM FRONT LOT LINE			
SETBACK FROM REAR LOT LINE			
SETBACK FROM SIDE LOT LINE			
SETBACK FROM SIDE LOT LINE			
HEIGHT OF BUILDING/STRUCTURE			
DIMENSIONS OR FLOOR AREA			
PARKING SPACES			
LOT COVERAGE			

16. SERVICING - ROAD ACCESS

COMMON NAME OF ROAD		EXISTING	PROPOSED
a. OWNERSHIP		Municipality	
		Crown	
		Ministry of Transportation	
		County	
		Private	
b. MAINTENANCE	i.	Municipality	
		Unassumed Municipal Road	
		Ministry of Transportation	
		County	
		Private or Right of Way	
		None	
	ii.	Seasonal	
		Year-Round	
c. WATER ACCESS:	If the proposed access is by water, please describe the nearest public boat launching and car parking facility.		
	How far is it from the property, and what facilities are there?		
	Please also show on key plan portion of the sketch map.		
d. OTHER ACCESS (Specify)			

17. SERVICING - WATER

	EXISTING	PROPOSED
Water Supplied By:	Municipality	
	Local Services Board	
	Private: Well, Lake or Communal (Specify)	

18. SERVICING - SEWAGE

	EXISTING	PROPOSED
Sewage System Supplied By:	Municipality	
	Local Services Board	
	Private: Septic, Pit, Chemical (Specify)	

19. SERVICING - STORM DRAINAGE

	EXISTING	PROPOSED
Storm Drainage Supplied By:	Municipality	
	Sewers	
	Ditches	
	Swales	
	Other: (Specify)	

20. OTHER DOCUMENTS (as specified below)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PART “B”

Sketch Accompanying Application  
See Information Below denoting requirements.

KEY MAP



- The above sketch should include the following:
- i. The boundaries and dimensions of the subject land.
  - ii. 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 yard lot line, rear yard lot line and the side yard lot lines.
  - iii. 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.
  - iv. The current uses on land that is adjacent to the subject land.
  - v. 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.
  - vi. If access to the subject land is by water only, the location of the parking and docking facilities to be used.
  - vii. The location and nature of any easement affecting the subject land.

PART “C”

AFFIDAVIT (This affidavit must be signed in the presence of a Commissioner)

Dated at the \_\_\_\_\_ of \_\_\_\_\_  
this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

I/We, \_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_  
\_\_\_\_\_ in the County/District/Regional Municipality of \_\_\_\_\_,

do solemnly declare that all the statements contained in this application are true, and I/We 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 \_\_\_\_\_ } \_\_\_\_\_  
In the \_\_\_\_\_ }  
of \_\_\_\_\_ }  
this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_ } \_\_\_\_\_

A Commissioner, etc.

AUTHORIZATION FOR AGENT/SOLICITOR TO ACT FOR OWNER

*If this application is made by an agent or solicitor on behalf of the landowner, the owner’s written authorization must be included. Without such authorization, the application cannot be considered. If surface and subsurface rights are held by different parties, both signatures are required.*

I/We \_\_\_\_\_, Owner(s) of the lands as described in this application  
and known as \_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_  
in the \_\_\_\_\_ of \_\_\_\_\_ do hereby authorize \_\_\_\_\_  
\_\_\_\_\_ to act as my Agent/Solicitor for this application.

\_\_\_\_\_  
Signature of Owner(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner(s)

\_\_\_\_\_  
Date

**Personal information on this form is collected under the authority of the Planning Act, RSO 1990, Chapter P. 13, as amended, and will be used to assess applications for Minor Variances to the Zoning By-Law for the Town of Hanover. Questions about this collection should be directed to the Chief Building Official/Planning Administrator, Town of Hanover, 341 10th Street, Hanover, Ontario N4N 1P5 Phone (519) 364-2780.**