



MINOR VARIANCE APPLICATION INSTRUCTIONS

Planning Services • Municipality of Brighton • 67 Sharpe Road • Brighton, ON, K0K 1H0
Tel: 613-475-1162 • Fax: 613-475-2599 • Email. planning@brighton.ca

Application Pre-Consultation

Pre-consultation between the applicant / agent and Municipal Staff prior to an application being formally submitted ensures a complete application and provides opportunities for early feedback and information sharing on the proposal so that both the Applicant and the Municipality have a clear understanding of the proposal. This includes review of relevant planning policies and information, complete application requirements as well as studies, information and materials that may be required to support the proposed application. Pre-consultation also provides Applicants an opportunity to refine their application and to gain a better understanding of the planning process in the Municipality.

To schedule a pre-consultation meeting with Planning Staff, please complete the Pre-Consultation Meeting Form at [the Municipal Website](http://theMunicipalWebsite) and request an appointment at planning@brighton.ca

“Complete Application” consists of information and material to be included in an Application including what is to be shown on a sketch/drawing in accordance with the Schedule of O. Reg. 200/96 of the *Planning Act*:

1. Application Fee – cheques can be made payable to the Municipality of Brighton – please note that there will be other fees imposed by other agencies for their review;
2. One (1) completed and signed original Application Form. **An incomplete or improperly prepared application may not be accepted and/or could result in processing delay;**
3. Appropriate Plans/Drawings to scale (preferably a survey or draft reference plan) in a format (no larger than 11-inches x 17-inches) that can be easily copied for circulation purposes. Rough sketches will not be accepted. **See Minor Variance Sketch Sample appended to this application form.**

The Plans/Drawing shall SHOW elements outlined as follows, in metric units:

- Boundaries and dimensions of the subject lands;
- Location, size and type/use of all existing and proposed buildings and structures on the lands including **accurate** and **detailed measurements** with respect to:
 - Front yard setback(s) – distance of the buildings or structures from the front yard lot line; and
 - Rear yard setback(s) – distance of the buildings or structures from the rear yard lot line; and
 - Interior side yard setback(s) – distance of the buildings or structures from the side yard lot line; and
 - Exterior side yard setback(s) – distance of the buildings or structures from the side yard lot line;

The Plans/Drawing shall SHOW elements outlined as follows: continued

- Lot frontage;
 - Lot depth;
 - Lot area;
 - Approximate location (distances) and details of all natural and artificial features on the subject land and adjacent lands, that in the opinion of the applicant, may affect the application, including:
 - Buildings
 - Wells & Septic Tanks
 - Sanitary sewer laterals & Water lines
 - Roads and access
 - Drainage ditches
 - Railways
 - Pipelines/hydro corridors
 - Watercourses
 - River or stream banks
 - Wetlands and Wooded areas
 - The current uses of land that is adjacent to the subject land; and
 - 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; and
 - The location and nature of any easement affecting the subject land;
4. Any other requirements necessary for Staff and/or agencies to undertake an adequate level of review which were identified during the pre-consultation meeting.

Minor Variance Fee Schedule	
Major Residential (20+ units)	\$3,000.00 + \$45.00 per unit
Major Commercial	\$3,000.00
Other/Minor	\$850.00

For Trust Deposit Fees and Refund Policies, please refer to the Planning and Building Services Charges By-law for the Municipality of Brighton

For additional details on the application process, please contact:
Municipality of Brighton, Planning Services, Tel. 613-475-1162, Email: planning@brighton.ca



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Minor Variance s. 45(1) Minor Variance s. 45(2)
 (*Planning Act, R.S.O. 1990, c. P.13, as amended*)

For Office Use Only		
Date Application Received:	Received by (and date of pre-con if applicable):	Fee Paid: Municipal _____ O paid LTC _____ O paid County _____ O paid
Application Reviewed by: Planning <input type="checkbox"/> _____ initials & date	Date Application Deemed Complete:	Application File No:

Owner / Applicant / Agent Information <i>Particulars on the individual(s) involved in the application</i>		
Registered Owner(s) of Subject Lands: (EXACTLY AS SHOWN ON THE TRANSFER OR DEED OF LAND)		
Mailing Address:		
Telephone:	Fax:	Email:
Applicant: <input type="checkbox"/> Check if same as Owner		
Mailing Address:		
Telephone:	Fax:	Email:

Agent: <input type="checkbox"/> Check if applicable		
Mailing Address:		
Telephone:	Fax:	Email:

Notification <i>All communications should be sent to the following (check those that apply)</i>		
<input type="checkbox"/> Owner	<input type="checkbox"/> Applicant	<input type="checkbox"/> Agent

Location / Legal Description of the Property **this may be found on your Land Transfer/Deed/Mortgage/Tax bill** <i>Complete applicable lines</i>			
<input type="checkbox"/> Urban Area (within the urban settlement area)			
<input type="checkbox"/> Rural Area			
Municipal Number:		Street Name:	
Roll Number:		Concession:	
Registered Plan No:		Lot(s)/Block(s):	
Reference Plan No:	9R_____	Part Number(s):	
	39R_____	Part Number(s):	
	39M_____	Part Number(s):	

Length of Ownership <i>Indicate the date the subject land was acquired by the current owner</i>

Encumbrances i.e. mortgages, registered site plan agreements, easements, etc.
Names and addresses of any mortgagees, holders of charges or other encumbrances

Land Use:
Indicate the current Official Plan Designation and the current Zoning Classification of the subject land (including applicable provisions)

<p>Municipality of Brighton Official Plan Designation:</p> <p>County of Northumberland Official Plan Designation:</p>	<p>Zoning Classification:</p>
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Relief Requested from Zoning By-law
Identify the relevant zone provision/standard (section and table) of the Zoning By-law and extent of the relief:

Section of Zoning By-law	Zone Provision/Standard	Proposed Standard
<i>[Example] Section 7.2, R1</i>	<i>Minimum 4.5 m Front Yard Setback</i>	<i>3.0 m Front Yard Setback</i>

Purpose of the Application and Reasons Why Cannot Comply with Zoning Standards Describe the proposal and explain why it is not possible to comply with the current zone provisions/standards as set out in the Zoning By-law. (If additional space is required, attach a separate sheet).

Description of Subject Lands - Complete in metric units
 must also be show on sketch

Lot Frontage:		Lot Area:	
Average Width:		Average Lot Depth:	

Existing Use(s): *i.e. residential, commercial, agricultural*

Proposed Use(s): *i.e. residential, commercial, agricultural*

Existing Building(s) or Structure(s):

Proposed Building(s) or Structure(s):

Existing Land Uses/Buildings
 Length of time the existing land uses/buildings have been in existence

Details of Existing Buildings/Structures - complete applicable lines in metric units for each building/structure. <i>Accuracy of measurements is important!</i> **must show measurements on plans/drawings submitted with application**		
1. Type of Building/Structure: <i>(describe below in this box i.e. house, garage, shed, etc.)</i> <hr/>	Date constructed	
	Front lot line setback	
	Rear lot line setback	
	Left side lot line setback	
	Right side lot line setback	
	Height of building	
	Dimensions	
	Ground floor area	
	Gross floor area	
2. Type of Building/Structure: <i>(describe below in this box i.e. house, garage, shed, etc.)</i> <hr/>	Date constructed	
	Front lot line setback	
	Rear lot line setback	
	Left side lot line setback	
	Right side lot line setback	
	Height of building	
	Dimensions	
	Ground floor area	
	Gross floor area	
3. Type of Building/Structure: <i>(describe below in this box i.e. house, garage, shed, etc.)</i> <hr/>	Date constructed	
	Front lot line setback	
	Rear lot line setback	
	Left side lot line setback	
	Right side lot line setback	
	Height of building	
	Dimensions	
	Ground floor area	
	Gross floor area	

<p>Property Characteristics, Access and Servicing Information to Subject Property <i>Briefly describe the property taking into account factors such as soil type and depth, lot configuration, steep slopes or low-lying areas, natural features and any other item that may impact the proposed development</i></p>

<p>Proposed Land Uses/Buildings/Structures <i>Indicate proposed land uses/buildings/structures on the subject lands</i> **must show on plans/drawings submitted with application**</p>
<input type="checkbox"/> Check here if there are no proposed changes to land use/buildings

<p>Details of Proposed Buildings/Structures – complete applicable lines in metric units for each building/structure. <i>Accuracy of measurements is important!</i> **must show measurements on plans/drawings submitted with application**</p>		
<p>1. Type of Building/Structure: <i>(describe below in this box i.e. house, garage, shed, etc.)</i> _____</p>	<p>Date constructed</p> <p>Front lot line setback</p> <p>Rear lot line setback</p> <p>Left side lot line setback</p> <p>Right side lot line setback</p> <p>Height of building</p> <p>Dimensions</p> <p>Ground floor area</p> <p>Gross floor area</p>	
<p>2. Type of Building/Structure: <i>(describe below in this box i.e. house, garage, shed, etc.)</i> _____</p>	<p>Date constructed</p> <p>Front lot line setback</p> <p>Rear lot line setback</p> <p>Left side lot line setback</p> <p>Right side lot line setback</p> <p>Height of building</p> <p>Dimensions</p> <p>Ground floor area</p> <p>Gross floor area</p>	
<p>3. Type of Building/Structure: <i>(describe below in this box i.e. house, garage, shed, etc.)</i> _____</p>	<p>Date constructed</p> <p>Front lot line setback</p> <p>Rear lot line setback</p> <p>Left side lot line setback</p> <p>Right side lot line setback</p> <p>Height of building</p> <p>Dimensions</p> <p>Ground floor area</p> <p>Gross floor area</p>	

<p>Adjacent Land Uses / Buildings <i>Indicate land uses / buildings adjacent to the subject lands</i> **must also be shown on plans/drawings submitted with application**</p>

<p>Access to Subject Property <i>Check appropriate space(s) and include name where appropriate</i></p>		
	Existing	Proposed
Municipal Road/Street/Lane <small>(name of road)</small>		
County Road <small>(name of road)</small>		
Provincial Highway <small>(name of highway)</small>		
Other <small>(describe location)</small>		

<p>Services <i>Check the type of water supply, sewage disposal and storm drainage serving the subject property and describe where appropriate</i></p>		
	Existing	Proposed
Municipal Water & Sanitary Sewage System		
Municipal Water & Privately Owned/Operated Septic System		
Municipal Sanitary Sewage System & Privately Owned / Operated Well		
Privately Owned/Operated Well and Privately Owned / Operated Septic System		
Storm Drainage (identify type: sewers, ditches, swales, other)		
When will proposed services be available?		

Characteristics of the subject lands (Check the appropriate space)				
	Severed Lands		Retained Lands	
	Yes	No	Yes	No
Is the subject land within the regulated areas of the Lower Trent Conservation?				

History of the Subject Lands (Check appropriate space(s))		
	Yes	No
Has the subject land ever been the subject of a Minor Variance application under section 45 of the <i>Planning Act</i> ?		
If yes, describe briefly and provide the application file number(s) or date and status.		
	Yes	No
Is the property currently the subject of a Consent application or an application for a Subdivision under the <i>Planning Act</i> ?		
If yes, describe briefly and provide the application file number(s) or date and status.		

Affidavit			
Signatures must be hand written and completed in presence of Commissioner			
I / We,		, of the	
		of	,
in the		of	.
<p>Make oath and say (or solemnly declare) that all the above information and statements contained in this application are true and that the information contained in documents that accompany 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 <i>Canada Evidence Act</i>.</p>			
Sworn (or declared) before me			
the		of	,
in the		of	,
this		day of	20 .
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Signature of Commissioner of Oaths, etc.		<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Applicant's Signature	
<i>Commissioner Stamp Here</i>			

While every attempt will be made to ensure all submission requirements have been relayed to the applicant, the Municipality of Brighton does not constitute this application to be a “complete application.” The Council of the Municipality of Brighton will notify the applicant that the information and material required has been provided, or has not been provided, as the case may be, and in accordance with the Planning Act.

