



# TOWNSHIP OF WILMOT

Development Services Department  
60 Snyder's Road West  
Baden, ON N3A 1A1  
519-634-8444  
[planning@wilmot.ca](mailto:planning@wilmot.ca)  
[www.wilmot.ca/planning](http://www.wilmot.ca/planning)

Submission: A- \_\_\_\_\_

*Under S.45 of the Planning Act*

Date Received: \_\_\_\_\_

## APPLICATION FOR MINOR VARIANCE

The information in this form is prescribed in Schedule 1 to Ontario Regulation 200/96 made under the Planning Act. This Information must be provided with the appropriate fee(s). If the information and fee(s) are not provided, the Township will return the application or refuse to further consider the application until the information and fee(s) have been provided.

If you require assistance completing this application, please do not hesitate to visit or contact the Township of Wilmot Development Services Department.

### SUBMISSION REQUIREMENTS:

- 1 copy of the printed and completed application form.
- 1 copy of a sketch (see Section 9), including a PDF version if available. (If sketch is larger than 11" x 17" a PDF version is required). PDF documents can be sent to [planning@wilmot.ca](mailto:planning@wilmot.ca) or submitted by USB flash drive.
- If subject lands are within a Source Protection Area (See Subsection 5.4), Notice of Source Protection Compliance.
- The required fee (payable to the Township of Wilmot):  
\$750 (One Item)  
\$1000 (Multiple Items)

Grand River Conservation Authority (GRCA) review fees may apply if the subject property is regulated by the GRCA. The GRCA will invoice the applicant/agent directly. For current GRCA fees, please visit [www.grandriver.ca/en/Planning-Development/Planning-Act-review-fees.aspx](http://www.grandriver.ca/en/Planning-Development/Planning-Act-review-fees.aspx).

### 1.0 APPLICANT INFORMATION

1.0 Name of Registered Owner(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Preferred method of communication:  Regular mail  Email

1.1 Name of Authorized Agent(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Preferred method of communication:  Regular mail  Email

**2.0 LOCATION OF THE SUBJECT LAND**

Lot(s): \_\_\_\_\_ Concession: \_\_\_\_\_ Block: \_\_\_\_\_

Registered Plan Number: \_\_\_\_\_ Lot(s) and/or Block(s): \_\_\_\_\_

Reference Plan Number: \_\_\_\_\_ Part(s): \_\_\_\_\_

Municipal Address: \_\_\_\_\_

**3.0 PURPOSE OF THE APPLICATION**

3.1 Nature and extent of relief applied for:

3.2 Why is it not possible to comply with the provisions of the By-law?

**4.0 DESCRIPTION OF SUBJECT LAND AND SERVICING INFORMATION**

4.1 Frontage: \_\_\_\_\_ Depth: \_\_\_\_\_ Area: \_\_\_\_\_

4.2 Type of access (check where appropriate):

- Provincial highway
- Regional road
- Township road
- Private road
- Right-of-way

4.3 Type of water supply proposed (check where appropriate):

- Publicly owned/operated piped water system
- Privately owned/operated individual well
- Privately owned and operated communal well
- Other means

4.4 Type of sewage disposal proposed (check where appropriate):

- Publicly owned/operated sanitary sewer
- Privately owned/operated individual septic
- Privately owned/operated communal septic
- Other means

**5.0 LAND USE**

5.1 Township Official Plan designation of the subject land: \_\_\_\_\_

5.2 Regional Official Plan designation: \_\_\_\_\_

5.3 Zoning of the subject land: \_\_\_\_\_

5.4 Are the lands located within a Source Protection Area?  Yes  No

If yes, please provide a copy of the Notice of Source Protection Plan Compliance (Section 59 Notice) obtained from the Regional Municipality of Waterloo. For more information, visit the Region’s interactive tool at [taps.regionofwaterloo.ca](https://taps.regionofwaterloo.ca) or email [rmo@regionofwaterloo.ca](mailto:rmo@regionofwaterloo.ca).

**6.0 DESCRIPTION OF BUILDINGS OR STRUCTURES AND USES OF PROPERTY**

6.1 Existing use(s) of the subject property and, if known, length of time the uses have continued:

\_\_\_\_\_

6.2 Are there existing buildings or structures on the subject lands?  Yes  No

If yes, please provide the particulars of all existing buildings or structures in the table below:  
*(if this information is provided on the required sketch, print "see sketch" in the appropriate column)*

Building or Structure Type	Date of Construction	Setbacks from Property Lines				Height	No. of Storeys	Dimensions of Building or Floor Area
		Front	Rear	Right	Left			

6.3 Proposed use(s) of the subject property:

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6.4 Are any buildings or structures proposed on the subject lands?  Yes  No

If yes, please provide the particulars of all proposed buildings or structures in the table below:  
*(if this information is provided on the required sketch, print "see sketch" in the appropriate column)*

Building or Structure Type	Date of Construction	Setbacks from Property Lines				Height	No. of Storeys	Dimensions of Building or Floor Area
		Front	Rear	Right	Left			

**7.0 APPLICATION HISTORY**

7.1 Is the subject land the subject of an application for approval of a plan of subdivision or consent under the Planning Act  Yes  No  Uncertain

If yes, and if known, provide the application file number and the status of the application:

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7.2 Has the subject land ever been the subject of a minor variance application?  Yes  No  Uncertain

If yes, and if known, provide the application file number and the decision made on the application:

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**8.0 OTHER INFORMATION**

8.1 Date of acquisition of property by current owner (if known): \_\_\_\_\_

8.2 Is there any other information that you think may be useful to the Township, Region or other agencies in reviewing this application? If so, explain below or attach on a separate page.

## 9.0 SKETCH<sup>1</sup>

The application shall be accompanied by a sketch showing the following:

- the boundaries and dimensions of the subject land
- 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
- the approximate location of all natural and artificial features on the subject land and adjacent lands that, in the opinion of the applicant, may affect the application, such as buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells, septic tanks and tile beds
- the current uses of land that is adjacent to the subject lands
- 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
- the location and nature of any easement affecting the subject land

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<sup>1</sup> The Committee of Adjustment may require that the sketch be signed by an Ontario Land Surveyor.

**10.0 ACKNOWLEDGEMENT, AUTHORIZATION, AND AFFIDAVIT**

**10.1 Acknowledgement**

I/We understand that receipt of this application by the Township of Wilmot does not guarantee it to be a complete application. Further review of this application will be undertaken and I/we may be contacted to provide additional information and/or resolve any discrepancies or issues with the application submitted.

Once the application is deemed to be fully complete, the application fee will be deposited, the application will be circulated for agency comments, a notice of hearing will be mailed to neighbouring property owners within 60 metres of the subject property, and a notice of development application sign will be posted in front of the subject property.

Submission of this application constitutes consent for authorized municipal staff to enter upon the subject property during regular business hours for the purposes of conducting site visits, including photographs, which are necessary for the evaluation of this application.

\_\_\_\_\_  
Signature of Owner/Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner/Agent

\_\_\_\_\_  
Date

**10.2 Authorization**

If this application is being made by an agent/solicitor on behalf of the property owner, the following authorization must be completed.

I/We, \_\_\_\_\_, owner of the land that is the subject of this application, hereby authorize \_\_\_\_\_ to make this application and to act on my/our behalf.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

**10.3 Affidavit**

I/We, \_\_\_\_\_ of the \_\_\_\_\_ in the \_\_\_\_\_ solemnly declare that the information contained in this application is true and that the information contained in the documents that accompany this application in respect of the above Sections is true.

Declared before me

At the \_\_\_\_\_

in the \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Commissioner of Oaths

\_\_\_\_\_  
Signature of Owner/Agent