



**COMMITTEE OF ADJUSTMENT
AGENDA
TUESDAY SEPTEMBER 1, 2026 AT 4:30 P.M.**

**DR. S. F. MONESTIME MUNICIPAL COUNCIL CHAMBERS
160 WATER STREET, MATTAWA ON**

- 1. Meeting Called to Order**
- 2. Adoption of Agenda**
 - 2.1 Resolution to Adopt Agenda as Presented
- 3. Disclosures of a Conflict of Interest**
- 4. Adoption of Minutes**
 - 4.1 Minutes of June 2, 2026
 - 4.2 Resolution to Adopt Meeting Minutes as Presented
- 5. Public Meeting in Accordance with Planning Act**
 - 5.1 Minor Variance Application – File # A3-26 – 391 Eighth Street – Neil Giroux
 - 5.2 Reports from Departments on File # A3-26
 - (a) Building Department Report
 - (b) Community Services Report
 - 5.3 Questions from Committee Members to Department Staff
 - 5.4 Opportunity for Applicant to Address the Committee
 - 5.5 Questions from Committee Members to the Applicant
 - 5.6 Public Submissions Received by Clerk's Office
 - 5.7 Opportunity for Members of the Public to Address the Committee
 - 5.8 Minor Variance Applications – File # A4-26 – 241 Seventh St – Marc Sarrazin
 - 5.9 Reports from Departments on File # A4-26
 - (a) Building Department Report
 - (b) Community Services Report
 - 5.10 Questions from Committee Members to Department Staff
 - 5.11 Opportunity for Applicant to Address the Committee
 - 5.12 Questions from Committee Members to the Applicant
 - 5.13 Public Submissions Received by Clerk's Office
 - 5.14 Opportunity for Members of the Public to Address the Committee

5.15 Chair Declares Public Meeting Portion to be Closed

6. Business Arising from Public Meeting

6.1 Recommendation / Decision of the Committee – File A3-26

6.2 Recommendation / Decision of the Committee – File A4-26

7. In Camera (Closed) Session

8. Return to Regular Session

9. Matters Resulting from Closed Session

10. Adjournment

10.1 Resolution to Adjourn Meeting

**CORPORATION OF THE TOWN OF MATTAWA
COMMITTEE OF ADJUSTMENT**

The minutes of the Committee of Adjustment held on Tuesday June 2, 2026 at 4:30 pm in the Dr. S. F. Monestime Council Chambers.

Committee Members Present:

Councillor Mathew Gardiner
Councillor Fern Levesque
Member-At-Large D'Arcy Lamothe

Staff Members Present:

Wayne Chaput, Chief Building Official
Dexture Sarrazin, Director of Community Services
Amy Leclerc, Clerk / Secretary-Treasurer
Sabrina Poullas, Deputy Clerk

Member of Public:

Robert Einboden

1. Meeting Called to Order

Chair Gardiner called meeting to order at 4:30.

2. Adoption of Agenda

2.1 Resolution to Adopt Agenda as Presented

Resolution Number 07-26-C

Moved by Councillor Fern Levesque
Seconded by D'Arcy Lamothe

BE IT RESOLVED THAT the Committee of Adjustment meeting agenda of June 2, 2026 be adopted as circulated.

Carried

3. Disclosures of a Conflict of Interest

No disclosures

4. Adoption of Minutes

4.1 Minutes of May 12, 2026

4.2 Resolution to Adopt Meeting Minutes as Presented

Resolution Number 08-26-C

Moved by D'Arcy Lamothe
Seconded by Councillor Fern Levesque

BE IT RESOLVED THAT the minutes of the May 12, 2026 Committee of Adjustment meeting be adopted as circulated.

Carried

5. Public Meeting in Accordance with Planning Act

5.1 Minor Variance Application – File # A2-26

5.2 Reports from Departments on File # A2-26

- (a) Building Department Report
- (b) Community Services Department Report
- (c) Enbridge Gas Response

Wayne Chaput and Dexture Sarrazin provided their report to the committee and public in attendance.

5.3 Questions from Committee Members to Department Staff

Committee Member Levesque asked about the flood plains.

5.4 Opportunity for Applicant to Address the Committee

Applicant was not present.

5.5 Questions from Committee Members to the Applicant

No questions to applicant.

5.6 Public Submissions Received by Clerk's Office

No submissions.

5.7 Opportunity for Members of the Public to Address the Committee

No members of public addressed committee.

5.8 Chair Declares Public Meeting Portion to be Closed

6. Business Arising from Public Meeting

6.1 Recommendation / Decision of the Committee

The Committee discussed the file and approved the request.

Resolution Number 09-26-C

Moved by D'Arcy Lamothe

Seconded by Councillor Fern Levesque

BE IT RESOLVED THAT the request is hereby granted subject to the following conditions:

1. All taxes are paid and up to date.
2. All costs associated with the application are the responsibility of the applicant.

Carried

Notice is hereby given that the last date of appealing this decision to the Ontario Municipal Board is June 23, 2026.

7. In Camera (Closed) Session

No session

8. Return to Regular Session
9. Matters Resulting from Closed Session
10. Adjournment

10.1 Resolution to Adjourn Meeting

Resolution Number 10-26-C

Moved by Councillor Fern Levesque

Seconded by D'Arcy Lamothe

BE IT RESOLVED THAT this Committee of Adjustment meeting adjourn at 4:46 pm.
Carried

Chair

Secretary/Treasurer



Corporation of the Town of Mattawa

Telephone: (705) 744-5611 ~ Fax: (705) 744-0104

160 Water Street, P. O. Box 390

Mattawa, ON P0H 1V0

www.mattawa.ca

5.1

COMMITTEE OF ADJUSTMENT APPLICATION

This application reflects the mandatory information this is prescribed in the schedules to Ontario Regulations 200/96 and 423/96 made under the Planning Act, R.S.O. 1990 as amended.

In addition to this form, the Applicant will be required to submit the appropriate fee, site plan as detailed herein, and any additional information or studies that may be necessary to assess the proposal.

Failure to submit all of the required information may prevent or delay the consideration of the Application. If more space is required, please use additional sheets.

The completed application must be filed with the Secretary-Treasurer of the Committee of Adjustment with the applicable fees as set out in the Town of Mattawa Consolidated User Fees.

The Committee of Adjustment Application is broken down into the following sections:

Section 1 – Applicant Information

Section 2 – Nature of Application

Section 3 – Lack of By-Law Compliance

Section 4 – Location of Subject Land

Section 5 – Description of Subject Land and Servicing Information

Section 6 – Municipal Services Available

Section 7 – Land Use

Section 8 – History of the Subject Land

Section 9 – Current Application

Section 10 – Affidavit or Sworn Declaration

Section 11 – Authorization

Section 12 – Consent of the Owner

Section 13 – Permission to Enter

All sections are mandatory to be completed with the exception of Section 11 if you are the owner and applicant.

Section 10 requires you to be completed and signed in front of the Commissioner for Taking Oaths.

Completed Checklist:

Completed Sections	☒
Site Plan (detailed sketch)	☒
User Fee	☒
Technical Study (if applicable)	☒

SECTION 1 – APPLICANT INFORMATION

1.1 Name of Owner(s):

An owner's authorization is required in Section 11 if the applicant is not the owner.

Name of Owner(s) Neil Giroux

Address: 391 Eighth St. Mattawa

Telephone No: 514886-7745 Email: neilgiroux@live.ca

1.2 Agent / Applicant: Name of person who is to be contacted, if different than the owner:

Name of Owner(s) _____

Address: _____

Telephone No: _____ Email: _____

1.3 Communications to be between the Municipality and:

Owner ☒ Applicant/Agent ☐ All ☐

1.4 Names and addresses of any mortgages, holders of charges or other encumbrances:

SECTION 2 – NATURE OF APPLICATION

2.1 Explain the nature and extent of the relief applied for:

Looking to build a second garage which is 624 square feet.
The other garage is 300 square feet so the two combined
is 924 square feet. This is 144 square feet more than the current
bylaw permits. I would like a relief of 144 square feet.

SECTION 3 – LACK OF BY-LAW COMPLIANCE

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

The combined square footage of the 2 garages would exceed the allowed square footage. My existing garage is more for storage and ATVs. The other garage would be to park cars.

SECTION 4 – LOCATION OF SUBJECT LAND

4.1 Property Information

Municipal Address: 391 Eighth St. Mattawa Pottow

Concession Number(s): _____

Lot Number(s): 286

Registered Plan No: 2

Lot(s) / Block(s): _____

Reference Plan No: _____

Part Number(s): _____

PIN / Parcel Number: _____

4.2 Are there any easements or restrictive covenants affecting the subject land?

No ☒ Yes ☐ If Yes, describe the easement or covenant and its effect:

SECTION 5 – DESCRIPTION OF SUBJECT LAND AND SERVICING INFORMATION

5.1 Description

Frontage (m) 20.12

Depth (m) 50.3

Area (ha) 1012 m²

5.2 Use of Property

Existing use(s) of subject property: Residential

Proposed use of subject property: Residential

Length of time the existing use(s) of the subject property have continued: _____

Existing use(s) of abutting property: Residential

5.3 The date the subject land was acquired by the current owner:

October 2024

5.4 Particulars of all buildings and structures on or proposed for the subject land:

Existing:

Ground Floor Area	Gross Floor Area	No. of Stories	Width	Length	Height
1108 Ft ²		1	40'	38'	18'
300 Ft ²	300 Ft ²	1	10'	30'	12'

Proposed:

Ground Floor Area	Gross Floor Area	No. of Stories	Width	Length	Height
624 Ft ²	624 Ft ²	1	24'	26'	15 1/2'

5.5 Location of all buildings and structures on or proposed for the subject land:

Existing:

Side Lot Lines Setback	Rear Lot Lines Setbacks	Front Lot Lines Setbacks
12' and 14'	96'	35'
0' and 55'	55'	81'

Proposed:

Side Lot Lines Setback	Rear Lot Lines Setbacks	Front Lot Lines Setbacks
12' and 28'	8'	133'

SECTION 6 – MUNICIPAL SERVICES AVAILABLE

6.1 Access

Water ☒ Connected ☒

Sanitary Sewers ☒ Connected ☒

Provincial Highway ☐

SECTION 7 – LAND USE

7.1 What is the existing Official Plan designation(s) of the subject land?

R1

7.2 What is the existing Zoning of the subject land?

R1

7.3 Has the subject property ever been used for commercial or industrial purposes?

No ☒ Yes ☐

If Yes, please advise if a **Record of Site Condition** has ever been completed in accordance with Ontario Regulation 153/04 and provide a copy as an attachment with this application.

SECTION 8 – HISTORY OF THE SUBJECT LAND

8.1 Historical Planning Act Applications:

Has the subject land ever been the subject of an application for approval of the plan of subdivision, consent or minor variance under the planning act?

No ☐ Yes ☐ Unknown ☒

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

SECTION 9 – CURRENT APPLICATION

9.1 Is the subject land currently the subject of a proposed Official Plan or Official Plan amendment?

No ☒ Yes ☐

If Yes, indicate the status of the application:

9.2 Is the subject land the subject of an application for zoning By-law amendment, minor variance, consent or approval of a plan of subdivision?

No ☐ Yes ☒

If Yes and if known specify the appropriate file number and status of the application:

SECTION 10 – AFFIDAVIT OR SWORN DECLARATION

I, Neil Giroux of the Town of Mattawa, in
the District of Nipissing make oath and say (or solemnly declare) that the
information contained in this Application is true and that the information contained in the
documents that accompany this application is true.

Sworn (or declared) before me at the

Town of Mattawa

In the District of Nipissing

this 12th day of August 2026.

Amy Leclerc
Commissioner of Oaths

[Signature]
Applicant

SECTION 11 – AUTHORIZATION

If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner that the applicant is authorized to make the application must be included with this form or the authorization set out below must be completed.

Authorization of Owner for Agent to Make the Application

I, _____, am the owner of the land that is subject of this application and I authorize _____ to make this application of my behalf.

Date

Signature of Owner

If the applicant is not the owner of the land that is the subject of this application, complete the authorization of the owner concerning personal information set out below:

Authorization of Owner for Agenda to Provide Personal Information

I, _____, am the owner of the land that is the subject of this application and for the purpose of the Freedom of Information and Protection of Privacy Act, I authorize _____ as my agent for this application, to provide any of my personal information that will be included in this application or collected during the processing of the application.

Date

Signature of Owner

SECTION 12 – CONSENT OF THE OWNER

Consent of the owner to the use and disclosure of personal information

I, Neil Giroux, am the owner of the land that is the subject of this application and for the purposes of the Freedom of Information and Protection of Privacy Act, I authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the Planning Act for the purposes of processing this application.

August 12, 2026
Date


Signature of Owner

SECTION 13 – PERMISSION TO ENTER

Date: August 12, 2026

Secretary-Treasurer
Committee of Adjustment
Town of Mattawa
160 Water Street
Mattawa ON P0H 1V0

Dear Secretary-Treasurer,

Re: Application to Committee of Adjustment

Location of Land: 391 Eighth St.

I hereby authorize the members of the Committee of Adjustment and members of the staff of the Town of Mattawa to enter onto the above-noted property for the limited purposes of evaluating the merits of this application.



Signature of Owner or Authorized Agent

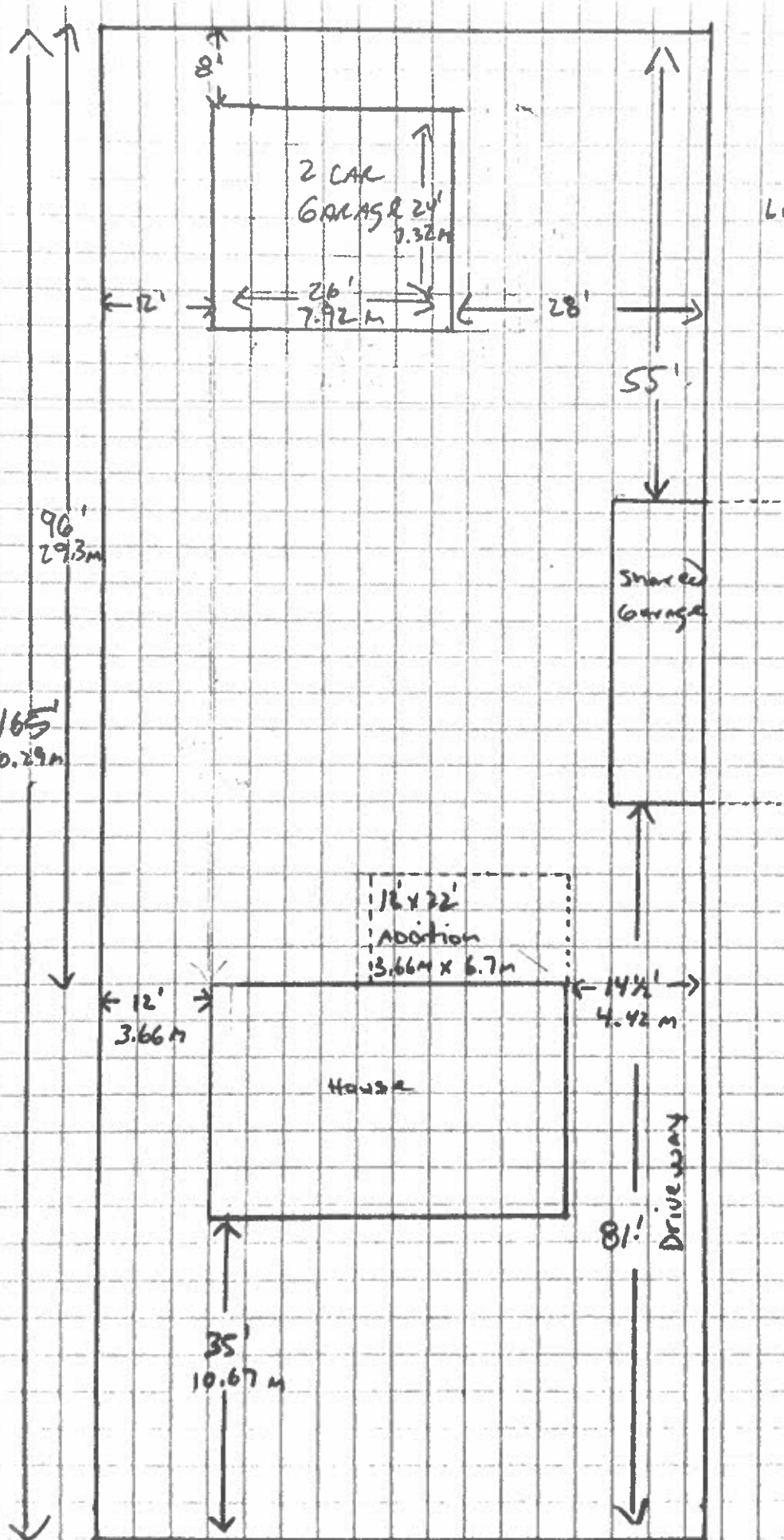
Neil Giroux

Please print name

NOTE: The Committee of Adjustment requires that all properties that are subject to an application be properly identified with the municipal address clearly visible from the street. Failure to properly identify the subject may result in the deferral of the application.

Scale: 1 square = 4'
1 square = 1.22m

Lot is 165' x 66'
50.3m x 20.12m



Town of Mattawa
160 Water Street, PO Box 390
Mattawa ON. P0H 1V0

GENERAL RECEIPT

Neil Giroux
391 Eighth St
Mattawa ON P0H 1V0

General Receipt #: 261069-002

AMY

Receipt Date: 12/08/2026

Receipt Amount: **700.00**

Seven Hundred Dollars and Zero Cents

General Receipt Items	Amount
Committee of Adjustment - File A3-26 391 Eighth Street	600.00
Depost for Planning Fees Consultants Jp2g Consultants Inc.	100.00
TOTAL:	700.00

Paid By Visa

700.00

Amy Leclerc

Town of Mattawa
160 Water Street, PO Box 390
Mattawa ON. P0H 1V0

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391 Eighth St
Mattawa ON P0H 1V0

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TOTAL:	700.00

Paid By Visa

700.00

Amy Leclerc



**PUBLIC NOTICE TO AREA RESIDENTS
TOWN OF MATTAWA
COMMITTEE OF ADJUSTMENT
FILE NO. A3-26**

A public meeting, as per Section 45 of the Planning Act, will be held **Tuesday September 1, 2026** in the Council Chambers of the Municipal Office, 160 Water Street, at 4:30 p.m.

The purpose of the meeting is to present and discuss an application to the Committee of Adjustment for relief from Zoning By-Law Number 85-23. The Planning Act requires that the surrounding property owners within 60 metres of the subject property be notified of the application.

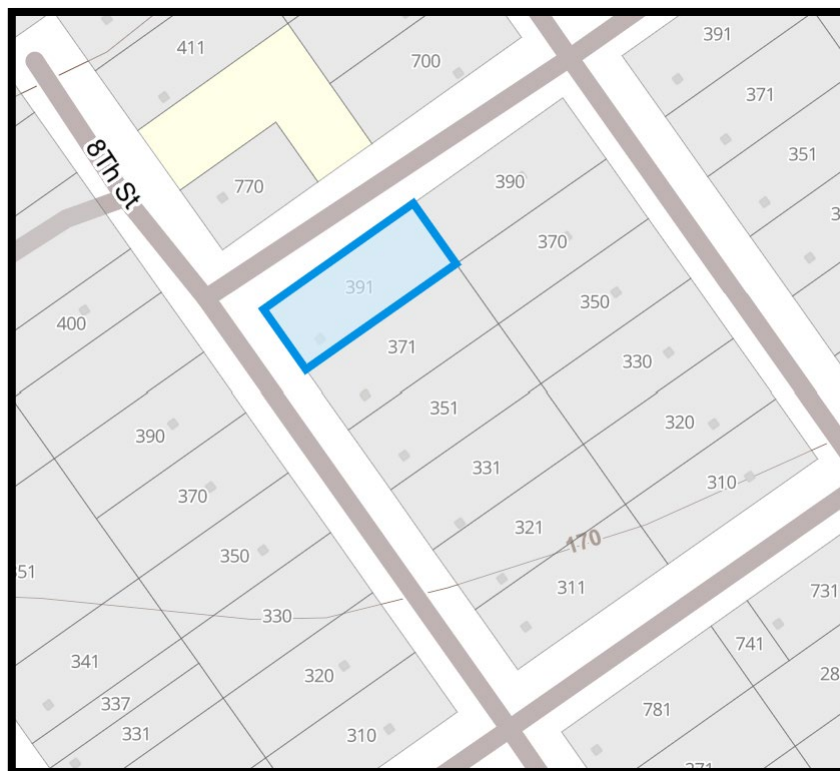
The property owner of Lot 285 Plan 2 in the Town of Mattawa and known as 391 Eighth Street has requested relief from Mattawa's Zoning By-Law Number 85-23 by applying to the Committee of Adjustment. This property is zoned Residential (R1).

The applicant is requesting permission to increase the allowable lot coverage for accessory buildings from 780 sq ft to 924 sq ft to allow for a second garage.

If you have any questions concerning this application, please contact Amy Leclerc, Municipal Clerk, at 705-744-5611, ext. 102, via email at clerk@mattawa.ca or visit the municipal office during regular business hours.

Dated at the Town of Mattawa this 13th day of August, 2026.

PROPERTY LOCATION MAP – Plan 2, Lot 285





Corporation of the Town of Mattawa
Building Department

160 Water Street, Mattawa, On., P.O. Box 390, P0H 1V0
Telephone: (705) 744-5611 • Fax: (705) 744-0104

August 13, 2026

RE: Committee of Adjustment for 391 Eighth Street – File No. A3-26

The owner came in to apply to build a new 24' x 26' garage at the back of his property in question. The new proposed garage will be 624 square feet. There is already a 10' x 30' shared garage on the property. The owner was advised by the Building Department he was over the allowable square footage allowed for accessory buildings on a property. The owner advised he wanted to keep the existing 300 square foot shared garage. The owner was advised he could apply to the Committee of Adjustment asking for relief from Zoning By-law No. 85-23 to increase the square footage for accessory buildings on said property from the required 780 square feet to 924 square feet.

There are no concerns from the Building and Planning Department concerning the proposed Committee of Adjustment application (File No. A3-26) for relief from Zoning By-law No. 85-23 to increase the square footage for accessory buildings on said property from the required 780 square feet to 924 square feet.

Trusting this is acceptable.

Yours truly,

Wayne Chaput
Chief Building Official

Report

Committee of Adjustment - 391 Eighth St

Dexture Sarrazin, Director of Community Services

Introduction

The purpose of this report is to ensure the Community Services Department of which includes Public Works and Recreation provides feedback to the proposed garage at 391 Eighth St.

Public Works Considerations

Here are some items to consider with this application:

Water & Wastewater

1. No concerns.

Drainage

2. Proximity to neighbouring property.
 - a. The applicant shall provide a grading plan demonstrating that drainage will be controlled on-site and not directed onto adjacent properties. Ex. Eaves and downspouts directed on own property.
 - b. The garage shall have appropriate drainage on property not directed to the neighbour or adjacent property.

Roadway & Winter Maintenance

3. Garage access requires additional driveway installation on Rankin St. and sightlines must be clear. Trees close to the roadway must be removed to facilitate.

Planning

4. No concerns.

Recreation Considerations

No recreation-related concerns identified.

Conclusion

We have no objection, provided the above conditions are met.



Corporation of the Town of Mattawa

Telephone: (705) 744-5611 ~ Fax: (705) 744-0104

160 Water Street, P. O. Box 390

Mattawa, ON P0H 1V0

www.mattawa.ca

5.8

COMMITTEE OF ADJUSTMENT APPLICATION

This application reflects the mandatory information this is prescribed in the schedules to Ontario Regulations 200/96 and 423/96 made under the Planning Act, R.S.O. 1990 as amended.

In addition to this form, the Applicant will be required to submit the appropriate fee, site plan as detailed herein, and any additional information or studies that may be necessary to assess the proposal.

Failure to submit all of the required information may prevent or delay the consideration of the Application. If more space is required, please use additional sheets.

The completed application must be filed with the Secretary-Treasurer of the Committee of Adjustment with the applicable fees as set out in the Town of Mattawa Consolidated User Fees.

The Committee of Adjustment Application is broken down into the following sections:

- Section 1 – Applicant Information
- Section 2 – Nature of Application
- Section 3 – Lack of By-Law Compliance
- Section 4 – Location of Subject Land
- Section 5 – Description of Subject Land and Servicing Information
- Section 6 – Municipal Services Available
- Section 7 – Land Use
- Section 8 – History of the Subject Land
- Section 9 – Current Application
- Section 10 – Affidavit or Sworn Declaration
- Section 11 – Authorization
- Section 12 – Consent of the Owner
- Section 13 – Permission to Enter

All sections are mandatory to be completed with the exception of Section 11 if you are the owner and applicant.

Section 10 requires you to be completed and signed in front of the Commissioner for Taking Oaths.

Completed Checklist:

Completed Sections	☒
Site Plan (detailed sketch)	☒
User Fee	☒
Technical Study (if applicable)	☒

SECTION 1 – APPLICANT INFORMATION

1.1 Name of Owner(s):

An owner's authorization is required in Section 11 if the applicant is not the owner.

Name of Owner(s) MARC SARRAZIN

Address: 241 SEVENTH ST

Telephone No: 705-744-2044 Email: marc 519 @ SYMPATICO. CA

1.2 Agent / Applicant: Name of person who is to be contacted, if different than the owner:

Name of Owner(s) _____

Address: _____

Telephone No: _____ Email: _____

1.3 Communications to be between the Municipality and:

Owner ☒ Applicant/Agent ☐ All ☐

1.4 Names and addresses of any mortgages, holders of charges or other encumbrances:

NONE

SECTION 2 – NATURE OF APPLICATION

2.1 Explain the nature and extent of the relief applied for:

Applying for a relief of 3ft from the easement of ^{the side} property line
to build ² decks the length of the house in the front
and back.

SECTION 3 – LACK OF BY-LAW COMPLIANCE

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

Without the relief we would not be able to construct
a deck the length of the house. We would have to leave
a 3 foot gap at the end of the decks before the end of
the house.

SECTION 4 – LOCATION OF SUBJECT LAND

4.1 Property Information

Municipal Address: 241 SEVENTH ST

Concession Number(s): _____ Lot Number(s): LT 239 & LT 240

Registered Plan No: 2 ~~1B 129539~~ ~~BS 16642~~ Lot(s) / Block(s): _____

Reference Plan No: _____ Part Number(s): _____

PIN / Parcel Number: _____

4.2 Are there any easements or restrictive covenants affecting the subject land?

No ☒ Yes ☐ If Yes, describe the easement or covenant and its effect:

SECTION 5 – DESCRIPTION OF SUBJECT LAND AND SERVICING INFORMATION

5.1 Description

Frontage (m) 21.6408 m Depth (m) 50.292 m Area (ha) _____

5.2 Use of Property

Existing use(s) of subject property: Residential

Proposed use of subject property: Residential

Length of time the existing use(s) of the subject property have continued: 75 years

Existing use(s) of abutting property: Residential

5.3 The date the subject land was acquired by the current owner:

May 12, 2006

5.4 Particulars of all buildings and structures on or proposed for the subject land:

Existing:

Ground Floor Area	Gross Floor Area	No. of Stories	Width	Length	Height
53' x 24'	53' x 24'	1	24"	53"	14'

Proposed:

Ground Floor Area	Gross Floor Area	No. of Stories	Width	Length	Height
12 x 24 8 x 24		1			

5.5 Location of all buildings and structures on or proposed for the subject land:

Existing:

Side Lot Lines Setback	Rear Lot Lines Setbacks	Front Lot Lines Setbacks
3.6'		

Proposed:

Side Lot Lines Setback	Rear Lot Lines Setbacks	Front Lot Lines Setbacks
3'		

SECTION 6 – MUNICIPAL SERVICES AVAILABLE

6.1 Access

Water ☒ Connected ☒

Sanitary Sewers ☒ Connected ☒

Provincial Highway ☐

SECTION 7 – LAND USE

7.1 What is the existing Official Plan designation(s) of the subject land?

Residential

7.2 What is the existing Zoning of the subject land?

Residential

7.3 Has the subject property ever been used for commercial or industrial purposes?

No ☒

Yes ☐

If Yes, please advise if a **Record of Site Condition** has ever been completed in accordance with Ontario Regulation 153/04 and provide a copy as an attachment with this application.

SECTION 8 – HISTORY OF THE SUBJECT LAND

8.1 Historical Planning Act Applications:

Has the subject land ever been the subject of an application for approval of the plan of subdivision, consent or minor variance under the planning act?

No ☒

Yes ☐

Unknown ☐

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

SECTION 9 – CURRENT APPLICATION

9.1 Is the subject land currently the subject of a proposed Official Plan or Official Plan amendment?

No ☒

Yes ☐

If Yes, indicate the status of the application:

9.2 Is the subject land the subject of an application for zoning By-law amendment, minor variance, consent or approval of a plan of subdivision?

M.S.

No ☒ Yes ☒

If Yes and if known specify the appropriate file number and status of the application:

SECTION 10 – AFFIDAVIT OR SWORN DECLARATION

I, Marc Sarrazin of the Town of Mattawa, in
the District of Nipissing make oath and say (or solemnly declare) that the
information contained in this Application is true and that the information contained in the
documents that accompany this application is true.

Sworn (or declared) before me at the

Town of Mattawa

In the District of Nipissing

this 17th day of August 20 26

Amy Leclerc
Commissioner of Oaths

Marc Sarrazin
Applicant

Amy Leclerc
Clerk
Corporation of the Town of Mattawa

SECTION 11 – AUTHORIZATION

If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner that the applicant is authorized to make the application must be included with this form or the authorization set out below must be completed.

Authorization of Owner for Agent to Make the Application

I, _____, am the owner of the land that is subject of this application and I authorize _____ to make this application of my behalf.

Date

Signature of Owner

If the applicant is not the owner of the land that is the subject of this application, complete the authorization of the owner concerning personal information set out below:

Authorization of Owner for Agenda to Provide Personal Information

I, _____, am the owner of the land that is the subject of this application and for the purpose of the Freedom of Information and Protection of Privacy Act, I authorize _____ as my agent for this application, to provide any of my personal information that will be included in this application or collected during the processing of the application.

Date

Signature of Owner

SECTION 12 – CONSENT OF THE OWNER

Consent of the owner to the use and disclosure of personal information

I, MARC SARRAZIN, am the owner of the land that is the subject of this application and for the purposes of the Freedom of Information and Protection of Privacy Act, I authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the Planning Act for the purposes of processing this application.

AUG 17 / 2016
Date

Marc Sarrazin
Signature of Owner

SECTION 13 – PERMISSION TO ENTER

Date: Aug 17 2016

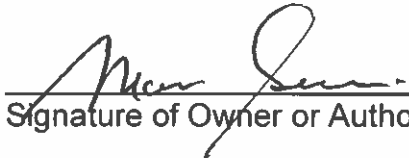
Secretary-Treasurer
Committee of Adjustment
Town of Mattawa
160 Water Street
Mattawa ON P0H 1V0

Dear Secretary-Treasurer,

Re: Application to Committee of Adjustment

Location of Land: 241 SEVENTH ST

I hereby authorize the members of the Committee of Adjustment and members of the staff of the Town of Mattawa to enter onto the above-noted property for the limited purposes of evaluating the merits of this application.



Signature of Owner or Authorized Agent

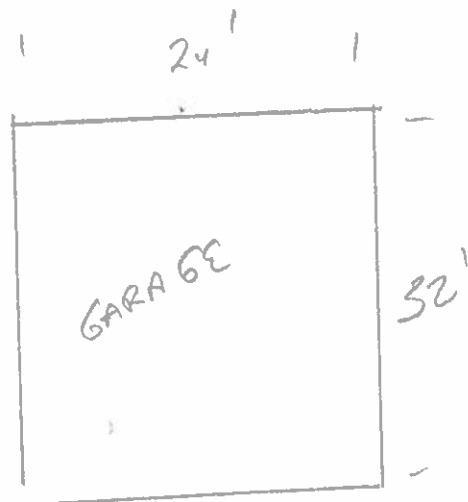
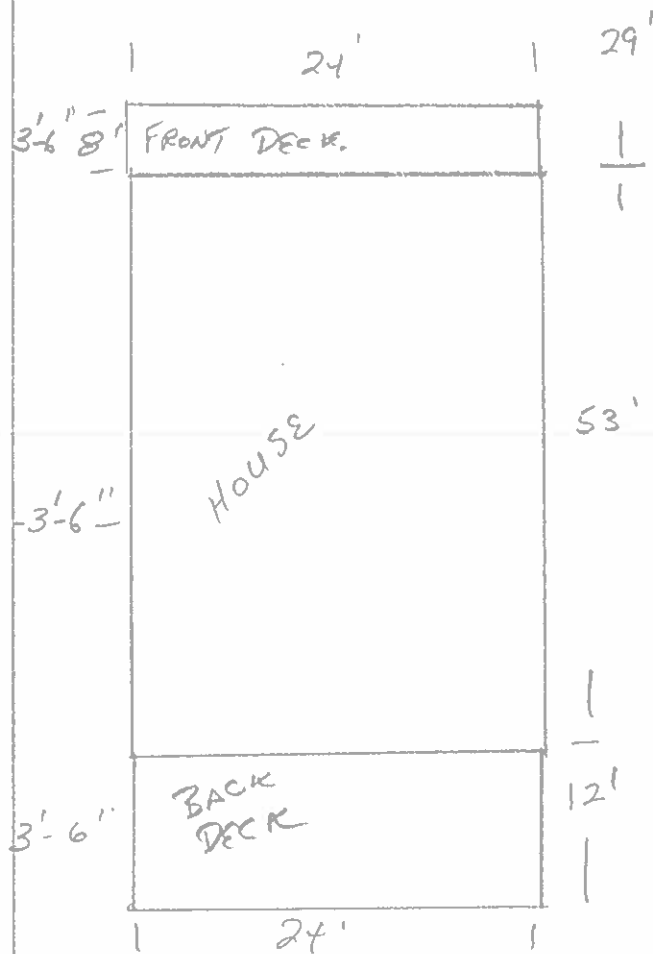
MARC SERRAZ

Please print name

NOTE: The Committee of Adjustment requires that all properties that are subject to an application be properly identified with the municipal address clearly visible from the street. Failure to properly identify the subject may result in the deferral of the application.

241 SEVENTH ST

71'



Town of Mattawa
160 Water Street, PO Box 390
Mattawa ON. P0H 1V0

GENERAL RECEIPT

Marc Sarrazin
241 Seventh St
Mattawa ON P0H 1V0

General Receipt #: 261079-007
Receipt Date: 17/08/2026
Receipt Amount: **700.00**
Seven Hundred Dollars and Zero Cents

MEL

General Receipt Items	Amount
Committee of Adjustment File Number A4-26	600.00
Deposit for Planning File Number A4-26	100.00
TOTAL:	700.00

Paid By Visa 700.00

Melody Byers

Town of Mattawa
160 Water Street, PO Box 390
Mattawa ON. P0H 1V0

GENERAL RECEIPT

Marc Sarrazin
241 Seventh St
Mattawa ON P0H 1V0

General Receipt #: 261079-007
Receipt Date: 17/08/2026
Receipt Amount: **700.00**
Seven Hundred Dollars and Zero Cents

MEL

General Receipt Items	Amount
Committee of Adjustment File Number A4-26	600.00
Deposit for Planning File Number A4-26	100.00
TOTAL:	700.00

Paid By Visa 700.00

Melody Byers



**PUBLIC NOTICE TO AREA RESIDENTS
TOWN OF MATTAWA
COMMITTEE OF ADJUSTMENT
FILE NO. A4-26**

A public meeting, as per Section 45 of the Planning Act, will be held **Tuesday September 1, 2026** in the Council Chambers of the Municipal Office, 160 Water Street, at 4:30 p.m.

The purpose of the meeting is to present and discuss an application to the Committee of Adjustment for relief from Zoning By-Law Number 85-23. The Planning Act requires that the surrounding property owners within 60 metres of the subject property be notified of the application.

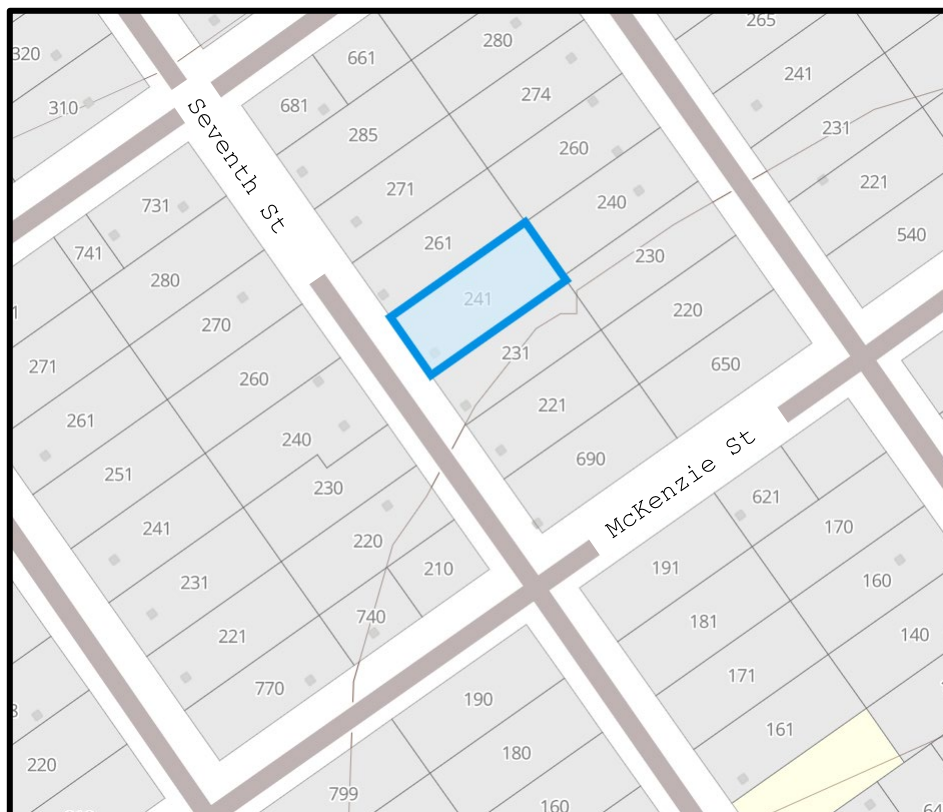
The property owner of Lot 239 Plan 2 in the Town of Mattawa and known as 241 Seventh Street has requested relief from Mattawa's Zoning By-Law Number 85-23 by applying to the Committee of Adjustment. This property is zoned Residential (R1).

The applicant is requesting permission to reduce the side yard property line allowance to three (3) feet in order to allow for two (2) decks to be built expanding the full length of the front and rear of the house.

If you have any questions concerning this application, please contact Amy Leclerc, Municipal Clerk, at 705-744-5611, ext. 102, via email at clerk@mattawa.ca or visit the municipal office during regular business hours.

Dated at the Town of Mattawa this 17th day of August, 2026.

PROPERTY LOCATION MAP – Plan 2, Lot 239





Corporation of the Town of Mattawa
Building Department

160 Water Street, Mattawa, On., P.O. Box 390, P0H 1V0
Telephone: (705) 744-5611 • Fax: (705) 744-0104

August 19, 2026

RE: Committee of Adjustment for 241 Seventh Street – File No. A4-26

The owner came in to apply to replace his existing rear deck with a new deck with a roof. The owner was advised by the Building Department the deck structure had to be 2 meters from his property line. The owner advised the Building Department he does not have the required side yard setback of 2 meters (6.5 feet). The owner was advised he could apply to the Committee of Adjustment to ask for relief from Zoning By-law No. 85-23 to decrease the side yard setback from the required 2 meters (6.5 feet) down to 0.9 meters (3 feet) on the south east side of the property.

There are no concerns from the Building and Planning Department concerning the proposed Committee of Adjustment application (File No. A4-26) for relief from Zoning By-law No. 85-23 to decrease the side yard setback on the south east side of the property from the required 2 meters (6.5 feet) down to 0.9 meters (3 feet) in order to build 2 decks.

Trusting this is acceptable.

Yours truly,

Wayne Chaput
Chief Building Official

Report
Committee of Adjustment - 241 Seventh St
Dexture Sarrazin, Director of Community Services

Introduction

The purpose of this report is to ensure the Community Services Department of which includes Public Works and Recreation provides feedback to the proposed garage at 241 Seventh St.

Public Works Considerations

Here are some items to consider with this application:

Water & Wastewater

1. No concerns.

Drainage

2. No concerns.

Roadway & Winter Maintenance

3. The only concern with the front deck would be winter road maintenance and control. Sand, salt and road debris will be much closer to the front deck than the present walkway.

Planning

4. No concerns.

Recreation Considerations

No recreation-related concerns identified.

Conclusion

We have no objection, provided the above conditions are met.