



Corporation of the Town of Mattawa

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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 <input type="checkbox"/> |
| Site Plan (detailed sketch) <input type="checkbox"/> |
| User Fee <input type="checkbox"/> |
| Technical Study (if applicable) <input type="checkbox"/> |

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) _____

Address: _____

Telephone No: _____ Email: _____

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:

SECTION 3 – LACK OF BY-LAW COMPLIANCE

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

SECTION 4 – LOCATION OF SUBJECT LAND

4.1 Property Information

Municipal Address: _____

Concession Number(s): _____ Lot Number(s): _____

Registered Plan No: _____ 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) _____ Depth (m) _____ Area (ha) _____

5.2 Use of Property

Existing use(s) of subject property: _____

Proposed use of subject property: _____

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

Existing use(s) of abutting property: _____

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

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 |
|-------------------|------------------|----------------|-------|--------|--------|
| | | | | | |

Proposed:

| Ground Floor Area | Gross Floor Area | No. of Stories | Width | Length | Height |
|-------------------|------------------|----------------|-------|--------|--------|
| | | | | | |

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 |
|------------------------|-------------------------|--------------------------|
| | | |

Proposed:

| Side Lot Lines Setback | Rear Lot Lines Setbacks | Front Lot Lines Setbacks |
|------------------------|-------------------------|--------------------------|
| | | |

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?

7.2 What is the existing Zoning of the subject land?

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, _____ of the _____, in
the District of _____ 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

In the District of _____

this _____ day of _____ 20__

Commissioner of Oaths

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, _____, 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.

Date

Signature of Owner

SECTION 13 – PERMISSION TO ENTER

Date: _____

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: _____

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

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.