

## THE LAKEHEAD RURAL PLANNING BOARD

3250 Highway 130  
Rosslyn ON P7K 0B1

Telephone: (807) 935-3300  
Fax: (807) 935-3309

---

# APPLICATION FOR MINOR VARIANCE

UNDER SECTION 45 OF THE *PLANNING ACT*  
FOR RELIEF, AS DESCRIBED IN THIS APPLICATION,  
BY BY-LAW 001-1998 AND 002-1998

## INSTRUCTIONS FOR ALL APPLICANTS In Completing Application for Minor Variance Forms

### FEE

An application fee of **\$1075.00** for each application shall be made payable to the **Lakehead Rural Planning Board**. This fee consists of \$800.00 for the application, and \$275.00 for the Lakehead Region Conservation Authority (LRCA) Plan Review Fee. **NOTE: Applications for Gorham, Ware, and Dawson Road Lots 1-20 do not require the \$275.00 LRCA fee, just the \$800.00 application fee.** With the exception of the lot to be retained by the Owner, an application shall be filed for each new lot which is to be created.

### APPLICATION

All the relevant questions must be answered and the sketch completed correctly before the application will be accepted and processed for a public meeting.

### OWNER'S AUTHORIZATION

If an agent or solicitor is acting on behalf of the Owner at the hearing, and is making the declaration mentioned below, written authorization from the Owner should be submitted to the Secretary-Treasurer or the Commissioner of Oaths.

### DECLARATION

The declaration section of the Application Form must be completed by a Commissioner of Oaths. Commissioners may be found at all law offices, the City of Thunder Bay, most Provincial Ministry and Township offices, as well as the Lakehead Rural Planning Board office (in Rosslyn).

## THE LAKEHEAD RURAL PLANNING BOARD

3250 Highway 130  
Rosslyn ON P7K 0B1

Telephone: (807) 935-3300  
Fax: (807) 935-3309

---

### PUBLIC HEARING

A public hearing will be held approximately one month after the receipt of the completed application and accurate sketch. The applicant will be mailed a Notice of Hearing by the Secretary-Treasurer informing her/him of the Hearing Date. The applicant or an authorized agent or solicitor must attend the hearing to explain the application and to answer questions from the Board. When an agent or solicitor is representing the land Owner at the hearing, written authorization must accompany the application authorizing the agent to appear before the Committee on behalf of his/her client.

### DECISION

After the decision is made, the necessary forms will be completed and mailed by the Secretary-Treasurer to the applicant within 15 days of the hearing. Those requesting a copy of the Decision in writing will also receive the Notice of Decision.

### APPEALS

For a period of 20 days from the mailing date of a Decision, appeals regarding the Decision of the Board can be appealed to the Ontario Municipal Board. After the 20 day appeal period, the Decision of the Board is final and binding.

### DEFERRED APPLICATION

All applications deferred by the Board or by the request of the applicant, may not be deferred for a period longer than one (1) year from the date of the receipt of the original application. Should the period be longer than one year, the applicant will be required to reapply.

# THE LAKEHEAD RURAL PLANNING BOARD

3250 Highway 130  
Rosslyn ON P7K 0B1

Telephone: (807) 935-3300  
Fax: (807) 935-3309

Application No.	
-----------------	--

## Application for Minor Variance or for Permission

The undersigned hereby applies to the Lakehead Rural Planning Board under Section 45 of the *Planning Act* for relief, as described in this application, by By-Law No.001-1998 and 002-1998.

### Owner Information

Full Name: \_\_\_\_\_  
*Last* *First*

Address: \_\_\_\_\_  
*Street Address* *Apartment/Unit #*

\_\_\_\_\_ *City* *Prov.* *Postal Code*

Home Phone: ( ) \_\_\_\_\_ Email: \_\_\_\_\_

### Agent Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
*Street Address* *Apartment/Unit #*

\_\_\_\_\_ *City* *Prov.* *Postal Code*

Home Phone: ( ) \_\_\_\_\_ Email: \_\_\_\_\_

**Note:** Unless otherwise requested, all communications will be sent to the agent, if any.

### Other Mortgagees, Holders of Charges or Other Encumbrances (if applicable)

1 Full Name: \_\_\_\_\_  
*Last* *First*

Address: \_\_\_\_\_  
*Street Address* *Apartment/Unit #*

\_\_\_\_\_ *City* *Prov.* *Postal Code*

2 Full Name: \_\_\_\_\_  
*Last* *First*

Address: \_\_\_\_\_  
*Street Address* *Apartment/Unit #*

\_\_\_\_\_ *City* *Prov.* *Postal Code*

3 Full Name: \_\_\_\_\_  
*Last* *First*

Address: \_\_\_\_\_  
*Street Address* *Apartment/Unit #*

\_\_\_\_\_ *City* *Prov.* *Postal Code*

# THE LAKEHEAD RURAL PLANNING BOARD

3250 Highway 130  
Rosslyn ON P7K 0B1

Telephone: (807) 935-3300  
Fax: (807) 935-3309

## Minor Variance/Permission Details

1. Nature and extent of relief applied for:

---

---

---

---

2. Why is it not possible to comply with the provisions of the by-law?

---

---

---

---

3. Legal description of subject land (registered plan number and lot number or other legal description **and**, where applicable, street and street number):

---

---

---

---

4. Dimensions of land affected:

Frontage: \_\_\_\_\_

Depth: \_\_\_\_\_

Area: \_\_\_\_\_

Width of street: \_\_\_\_\_

5. Particulars of all buildings and structures on or proposed for the subject land. Specify ground floor area, gross floor area, number of stories, width, length, height, etc.:

Existing: \_\_\_\_\_

**THE LAKEHEAD RURAL PLANNING BOARD**

3250 Highway 130  
Rosslyn ON P7K 0B1

Telephone: (807) 935-3300  
Fax: (807) 935-3309

---

---

Proposed: \_\_\_\_\_

---

---

6. Location of all buildings and structures on or proposed for the subject land. Specify distance from side, rear and front lot lines:

Existing: \_\_\_\_\_

---

---

Proposed: \_\_\_\_\_

---

---

7. Date of acquisition of subject land:

---

8. Date of construction of all buildings and structures on subject land:

---

**THE LAKEHEAD RURAL PLANNING BOARD**

3250 Highway 130  
Rosslyn ON P7K 0B1

Telephone: (807) 935-3300  
Fax: (807) 935-3309

9. Existing uses of the subject property:

---

---

---

10. Existing uses of abutting properties:

---

---

---

---

11. Length of time the existing uses of the subject property have continued:

---

---

---

---

12. Municipal services available (check appropriate space or spaces):

Water: \_\_\_\_\_ Connected: \_\_\_\_\_

Sanitary Sewers: \_\_\_\_\_ Connected: \_\_\_\_\_

Storm Sewers: \_\_\_\_\_

13. Present Official Plan provisions applying to the land:

---

---

---

---

**THE LAKEHEAD RURAL PLANNING BOARD**

3250 Highway 130  
Rosslyn ON P7K 0B1

Telephone: (807) 935-3300  
Fax: (807) 935-3309

14. Present Zoning By-Law provisions applying to the land:

---

---

---

---

15. Has the Owner previously applied for relief in respect of the subject property?

Yes  No

If the answer is yes, describe briefly:

---

---

---

---

16. Is this subject property the subject of a current application for consent under Section 53 of the *Planning Act*?

Yes  No

\_\_\_\_\_  
Signature of applicant or authorized agent

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

**Notes:**

1. It is required that one (1) copy of this application be filed with the Secretary-Treasurer of the Lakehead Rural Planning Board, together with the plan referred to in Note 2, accompanied by the appropriate fee in cash/cheque made payable to the Lakehead Rural Planning Board.
2. A copy of this application must be accompanied by a plan showing the dimensions of the subject land and of all abutting land and showing the location, size and type of all buildings and structures on the subject and abutting land. The Lakehead Rural Planning Board may require that the plan be signed by an Ontario Land Surveyor.

**THE LAKEHEAD RURAL PLANNING BOARD**

3250 Highway 130  
Rosslyn ON P7K 0B1

Telephone: (807) 935-3300  
Fax: (807) 935-3309

**DECLARATION  
of the Applicant or Authorized Agent**

I, \_\_\_\_\_ of the \_\_\_\_\_ of  
\_\_\_\_\_ in the \_\_\_\_\_ of \_\_\_\_\_

solemnly declare that:

All the statements contained in 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 *Canada Evidence Act*.

DECLARED before me at the \_\_\_\_\_  
of \_\_\_\_\_  
in the \_\_\_\_\_ of \_\_\_\_\_  
this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
Signature of applicant or authorized agent

\_\_\_\_\_  
Signature of Commissioner, etc.

***For Office Use Only***

**CERTIFICATION**

I, \_\_\_\_\_  
for the \_\_\_\_\_ of \_\_\_\_\_  
in the \_\_\_\_\_ of \_\_\_\_\_

certify that the above application is a true copy.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
Signature