



**CORPORATION  
de la Cité de / of the City of  
CLARENCE-ROCKLAND**

**APPLICATION FOR: MINOR VARIANCE**

Personal information contained on this form is collected pursuant to the *Municipal Freedom of Information and Protection of Individual Privacy Act* and will be used for the purpose of responding to your request. Questions about this collection should be directed in writing to the Freedom of Information and Privacy Coordinator of the City of Clarence-Rockland.

Please refer to *A Guide to Minor Variances* for more information regarding application requirements, fees, and the review process. Reference should be made to the Planning Act, the Official Plan and Zoning By-Law of the City of Clarence-Rockland as well as the Official Plan of the United Counties of Prescott-Russell. In case of doubt or difficulty, enquiries should be directed to the:

Infrastructure & Planning Department  
City of Clarence-Rockland  
1560 Laurier Street  
Rockland, Ontario  
K4K 1P7

Phone: (613) 446-6022  
Fax: (613) 446-1497  
[www.clarence-rockland.com](http://www.clarence-rockland.com)

*For office use only*

Date received:	Date deemed complete:	File number:

**GENERAL INFORMATION**

1. Pre-consultation with the City of Clarence-Rockland Infrastructure and Planning Department is required. You should familiarize yourself with the Provincial Policy Statement, the applicable Official Plans and the City of Clarence-Rockland Zoning By-law. The ministries with the largest review functions are the Ministry of Natural Resources and Forestry & the Ministry of the Environment and Climate Change.
2. The original application is to be completed and submitted to the Infrastructure & Planning Department of the Corporation of the City of Clarence-Rockland in paper and digital (PDF) format and must be signed by all the applicant(s) and owner(s) of the affected lands. The application must be accompanied by:
  - i) **Fees** for the amount indicated on the attached Schedule B. The fees for the application represent a portion of the anticipated costs for the processing of the application;
  - ii) A **Cover Letter or Planning Rationale** describing the application and outlining reasons for its support and justification;
  - iii) A recent **survey plan** and/or reference plan;
  - iv) A **Sketch or proposed Site Plan** indicating the existing and proposed buildings (with dimensions and distances from lot lines or watercourses), lot lines, natural features, roads, any easements, and adjacent land uses;
  - v) One copy of any additional supporting information (*see Section 7*);
  - vi) A recent copy of the **Deed of Land or Parcel Register** indicating the name of the current property owner as well as a complete legal description of the property;
3. If, in the opinion of the Manager of Development, the application is not complete (*as described in the Planning Act of Ontario, R.S.O. 1990, as amended*), the required circulation of the application and any necessary hearing will be delayed until a complete application is submitted.
4. For more information regarding the review process and the timeline for approval once a complete application has been submitted, please refer to the City's process guide (*A Guide to Minor Variances*).

**Section 1 – Contact Information**

**Registered Owner (name):** \_\_\_\_\_

Contact person (if owner is a corporation): \_\_\_\_\_

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

Telephone Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

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

**Applicant (name):** \_\_\_\_\_

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

Telephone Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

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

**Agent (name):** \_\_\_\_\_

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

Telephone Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

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

All persons having a mortgage charge or encumbrance on the property:

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

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

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

*If more than one, include on a separate page.*

**Correspondence:**

I/we prefer to receive correspondence in:  French  English

I/we prefer to receive correspondence via:  Letter mail  Email

Send correspondence to:  Owner  Applicant  Agent

Did you have a pre-consultation meeting with the Development Review Team or with a municipal planner?  Development Review Team  Planner  None

Name of planner: \_\_\_\_\_ Date: \_\_\_\_\_

**Section 2 – Description of the Subject Property**

*Please include all applicable information.*

Civic Address: \_\_\_\_\_

Lot: \_\_\_\_\_ Concession: \_\_\_\_\_ Geographic Township: *Clarence*

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

Subdivision Plan Number: \_\_\_\_\_ Lot/Block: \_\_\_\_\_

Roll Number: \_\_\_\_\_ PIN(s): \_\_\_\_\_

Lot area: \_\_\_\_\_ m<sup>2</sup> ft<sup>2</sup> Lot depth: \_\_\_\_\_ m ft Width/frontage: \_\_\_\_\_ m ft

Is the property subject to any easements or restrictive covenants?  Yes  No

Instrument Number: \_\_\_\_\_

Description/Effect: \_\_\_\_\_

**Section 3 – Description of variance(s) requested**

**Application Type**

- Permission (Legal non-conforming use)
- Minor Variance

*Details:*

**Requested variances and Zoning requirements**

- (a) Zoning Requirements: \_\_\_\_\_  
Variance Requested: \_\_\_\_\_
- (b) Zoning Requirements: \_\_\_\_\_  
Variance Requested: \_\_\_\_\_
- (c) Zoning Requirements: \_\_\_\_\_  
Variance Requested: \_\_\_\_\_
- (d) Zoning Requirements: \_\_\_\_\_  
Variance Requested: \_\_\_\_\_
- (e) Zoning Requirements: \_\_\_\_\_  
Variance Requested: \_\_\_\_\_

**Building or Structure**

	Existing	Proposed
Type of building or structure:		
Size of building or structure:		
Date of construction:		
Setbacks from lot line (m): Front:		
Rear:		
Side:		
Side:		
Height (m):		
Floor Area (m <sup>2</sup> ):		

Date of acquisition of the property by current owner: \_\_\_\_\_

**Land Uses**

	Existing	Proposed
<i>Subject property:</i>		

Since when have the existing use(s) of the subject property continued?  
\_\_\_\_\_

*Adjacent land uses:*

North: \_\_\_\_\_

South: \_\_\_\_\_

East: \_\_\_\_\_

West: \_\_\_\_\_

**Section 4 – Planning Justification**

Please explain why it is not possible to comply with the provisions of the Zoning By-law:

Please explain how the proposal maintains the general intent and purpose of the applicable Official Plan(s) and the Zoning By-law:

Please explain the impact(s) the proposal would have on the surrounding community:

Please explain how the proposal is desirable for the appropriate development or use of the land, building or structure:

Is a detailed site plan included with the application?  Yes  No

Are building elevations included with the application?  Yes  No

<b>Section 5 – Access and Services</b>			
<b>Type of access</b>			
	Existing	/	Proposed
County Road	<input type="checkbox"/>		<input type="checkbox"/>
Municipal Road	<input type="checkbox"/>		<input type="checkbox"/>
Private Road	<input type="checkbox"/>		<input type="checkbox"/>
Right-of-way	<input type="checkbox"/>		<input type="checkbox"/>
Easement	<input type="checkbox"/>		<input type="checkbox"/>
Water Access	<input type="checkbox"/>		<input type="checkbox"/>
Other	<input type="checkbox"/>		<input type="checkbox"/>
<i>For water or other access, please describe:</i>			
<i>Is there an existing entrance or culvert on the property? If yes, how many and on which road?</i>			
<b>Type of water supply</b>			
	Existing	/	Proposed
Municipal water	<input type="checkbox"/>		<input type="checkbox"/>
Private individual well	<input type="checkbox"/>		<input type="checkbox"/>
Private communal well	<input type="checkbox"/>		<input type="checkbox"/>
Lake or other water body	<input type="checkbox"/>		<input type="checkbox"/>
Not required	<input type="checkbox"/>		<input type="checkbox"/>
Other	<input type="checkbox"/>		<input type="checkbox"/>
<i>For other water source, please describe:</i>			
<b>Type of sanitary sewage disposal</b>			
	Existing	/	Proposed
Municipal sanitary sewers	<input type="checkbox"/>		<input type="checkbox"/>
Private individual septic	<input type="checkbox"/>		<input type="checkbox"/>
Private communal septic	<input type="checkbox"/>		<input type="checkbox"/>
Pit privy	<input type="checkbox"/>		<input type="checkbox"/>
Not required	<input type="checkbox"/>		<input type="checkbox"/>
Other	<input type="checkbox"/>		<input type="checkbox"/>
<i>For other sanitary sewage disposal, please describe:</i>			
<b>Type of storm water management</b>			
	Existing	/	Proposed
Municipal storm sewers	<input type="checkbox"/>		<input type="checkbox"/>
Roadside ditch or swale	<input type="checkbox"/>		<input type="checkbox"/>
Other	<input type="checkbox"/>		<input type="checkbox"/>
<i>Date of installation for proposed services:</i>			

**Section 6 – Related Applications**

**Past Applications**  
 Has a site-specific zoning by-law amendment been approved for the subject property within the past two (2) years?  Yes  No

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**Concurrent Applications**  
 Is this parcel of land currently the subject of any other planning applications?  Yes  No  
*If yes: Application type:*

- Official Plan Amendment
- Zoning By-law Amendment
- Plan of Subdivision
- Consent (Severance)
- Site Plan Control
- Building Permit
- Other

File Number:	Status:
Approval Authority:	
Subject Property:	
Purpose of Application:	
Effect on the Current Application:	

**Section 7 – Planning Designation**

**Land Use**  
 What is the current land use designation in the:  
 - *Official Plan of the United Counties of Prescott and Russell?*  
 - *Official Plan of the Urban Area of the City of Clarence-Rockland or Bourget Official Plan?*

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What is the zoning category of the subject property?

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**Environmental Constraints**

Is there a Provincially significant wetland located on the subject property?  Yes  No

Is any portion of the subject property within a floodplain?  Yes  No

Is any portion of the subject property within 120 metres of a designated natural heritage feature as identified in the *Official Plan of the United Counties of Prescott and Russell?*  Yes  No

*If yes: Please list and describe the natural feature(s):*

**Section 8 - List of attached documents**

Please list the titles of any supporting documents (e.g. Environmental Impact Study, Hydrogeological Report, Traffic Study, Stormwater Management Report, etc.):

**Section 9 - Affidavit**

*This must be signed in the presence of a Commissioner.*

I (we) \_\_\_\_\_  
Name of Owner(s) / Applicant(s)  
of \_\_\_\_\_  
Village/Town  
in the \_\_\_\_\_  
County/Region

solemnly declare that all the statements contained in this application are true, and I (we) 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 \_\_\_\_\_  
Village/Town  
in the \_\_\_\_\_  
County/Region

This \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
Day Month Year

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

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

\_\_\_\_\_  
*Signature of a Commissioner*



**Section 10 – Owner’s Authorization**

*To be completed if the owner is not the applicant or has assigned an Agent to help manage the application process.*

I (we) \_\_\_\_\_  
Name of Owner(s)

of \_\_\_\_\_  
Village/Town

in the \_\_\_\_\_  
County/Region

do hereby authorize \_\_\_\_\_  
Name of Applicant or Agent

to act as my agent in this Application for a Minor Variance.

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

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

Date:

**SCHEDULE A**

**Applicant’s Checklist**

*Please note that your application may not be deemed complete if any of the following items are not included with the completed application form. The Infrastructure and Planning Department cannot begin processing your application until it has been deemed complete.*

- A Cover Letter or Planning Rationale
- The required fees, either cash, cheque or money order, payable to the City of Clarence-Rockland, for the amount set out in *Schedule B* below
- All supporting documents listed in Section 10
- A survey plan and/or reference plan
- A sketch or proposed Site Plan and building elevations (if available)
- A recent copy of the Deed of Land or Parcel Register

**SCHEDULE B**

**Minor Variance or Permission**

\$758.00

**Additional Fee for South Nation Conservation (if applicable)**

\$390.00