

**LETTER OF AUTHORIZATION
(SAMPLE)**

(date)

TOWNSHIP OF MALAHIDE
87 John St. S.
Aylmer, ON N5H 2C3

Attention: **Eugenio DiMeo, Director – Community and Corporate Services**

Dear Mr. DiMeo

Re: Application for (application type)
John Doe – 1234 Concession Road

I am the registered owner of the lands which are the subject of the above described application. Please consider this correspondence as my authorization for (name) to act on my behalf on all matters with respect to the accompanying application as well as any related planning applications.

Yours truly,

John Doe

Township of Malahide
Application for Minor Variance

APPLICATION FOR MINOR VARIANCE OR FOR PERMISSION

Planning Act, R.S.O. 1990, O.Reg 200/96 as amended

The undersigned hereby applies to the Committee of Adjustment for the

TOWNSHIP OF MALAHIDE

under Section 45 of the Planning Act, R.S.O. 1990 for relief, as described in this application,

from By-Law No. 60-87(as amended) Township of Malahide; or
from By-Law No. 618 (as amended) Township of South Dorchester; or
from By-Law No. 755 (as amended) Village of Springfield

1. OWNER(S)

- a) Name _____
- b) Mailing Address _____

- c) Telephone No. _____
- d) Fax No. _____

2. SOLICITOR / AUTHORIZED AGENT

- a) Name _____
- b) Mailing Address _____

- c) Telephone No. _____
- d) Fax No. _____

3. LOCATION OF LAND

- a) Lot and Plan or Concession No. _____
- b) Street No. and Name _____

4. Names and address of any mortgages, holders and charges or other encumbrances:

Name: **Address:**

5. Nature and extent of relief applied for:

6. Why is it not possible to comply with the provisions of the Bylaw?

7. Dimensions of the land affected:

- a) Frontage (m) _____
- b) Depth (m) _____
- c) Area (sq.m / ha) _____

8. Particulars of all buildings and structures on or proposed for the subject land (specify ground floor area, gross floor area, number of storeys, width, length, height, etc.)

- a) Existing _____

- b) Proposed _____

9. Date of acquisition of subject land: _____

10. Date of construction of all buildings and structures on subject lands: _____

11. Existing uses of the subject property:

12. Length of time and existing uses to the subject property have continued: _____

13. Existing uses of abutting properties:

- a) North _____
- b) East _____
- c) South _____
- d) West _____

14. Services available (check appropriate space(s))

- a) Method of Water Supply (if applicable)
Public Water Supply System Private Individual Well
Private Communal Well Other (*please specify*) _____
- b) Method of Sanitary Waste Disposal (if applicable)
Private Septic Tank and Tile Field System Private Communal System
Other (*please specify*) _____

15. Applicable Official Plan designation(s): _____

16. Applicable Zoning By-law zone(s): _____

17. Has the owner previously applied for a minor variance in respect to the subject property?

- a) Yes No

If Yes, describe briefly:

18. Is the subject property the subject of a current application of consent / severance?

- Yes No

STATUTORY DECLARATION

I, _____ of the _____
(Name of Applicant) (City, Municipality, Town, Township)

in the _____
(County / District / Region)

SOLEMNLY DECLARE THAT the information provided in this application as required under Section 45 of the Planning Act R.S.O. 1990 and Ontario Regulation 200 / 96 as amended is true.

AND I make this solemn Declaration conscientiously believing it to be true, and knowing that it is of the same force and affect as if made under oath.

DECLARED before me

_____)
(City, Municipality, Town, Township)

in the _____)
(County / District / Region)

_____)
Signature of Applicant or
Authorized Agent *

this _____ day of _____, 20____)

A Commissioner, etc.)

* If authorized agent, a letter from the owner of the property must accompany this application.

APPLICATION FEE to accompany \$1,300.00, payable to the Township of Malahide.

Municipal Freedom of Information Declaration

In accordance with the provisions of the Planning Act, it is the policy of the Township Planning Department to provide public access to all development applications and supporting documentation.

In submitting this development application and supporting documentation, I _____

the owner/authorized applicant, hereby acknowledge the above-noted policy and provide my consent, in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, that the information on this application and any supporting documentation provided by myself, my agents, consultants and solicitors, will be part of the public record and will also be available to the general public.

I hereby authorize the Township of Malahide to post a Change of Use sign and municipal staff to have access to the subject site for purposes of evaluation of the subject application.

_____ Signature		_____ Day	_____ Month	_____ Year
_____ Signature		_____ Day	_____ Month	_____ Year

REQUIRED SKETCH FOR MINOR VARIANCE APPLICATIONS

APPLICANT NAME _____

ADDRESS _____

Lot _____

Concession _____

Municipality _____

Registration Plan No. _____

Quarter of Township Lot

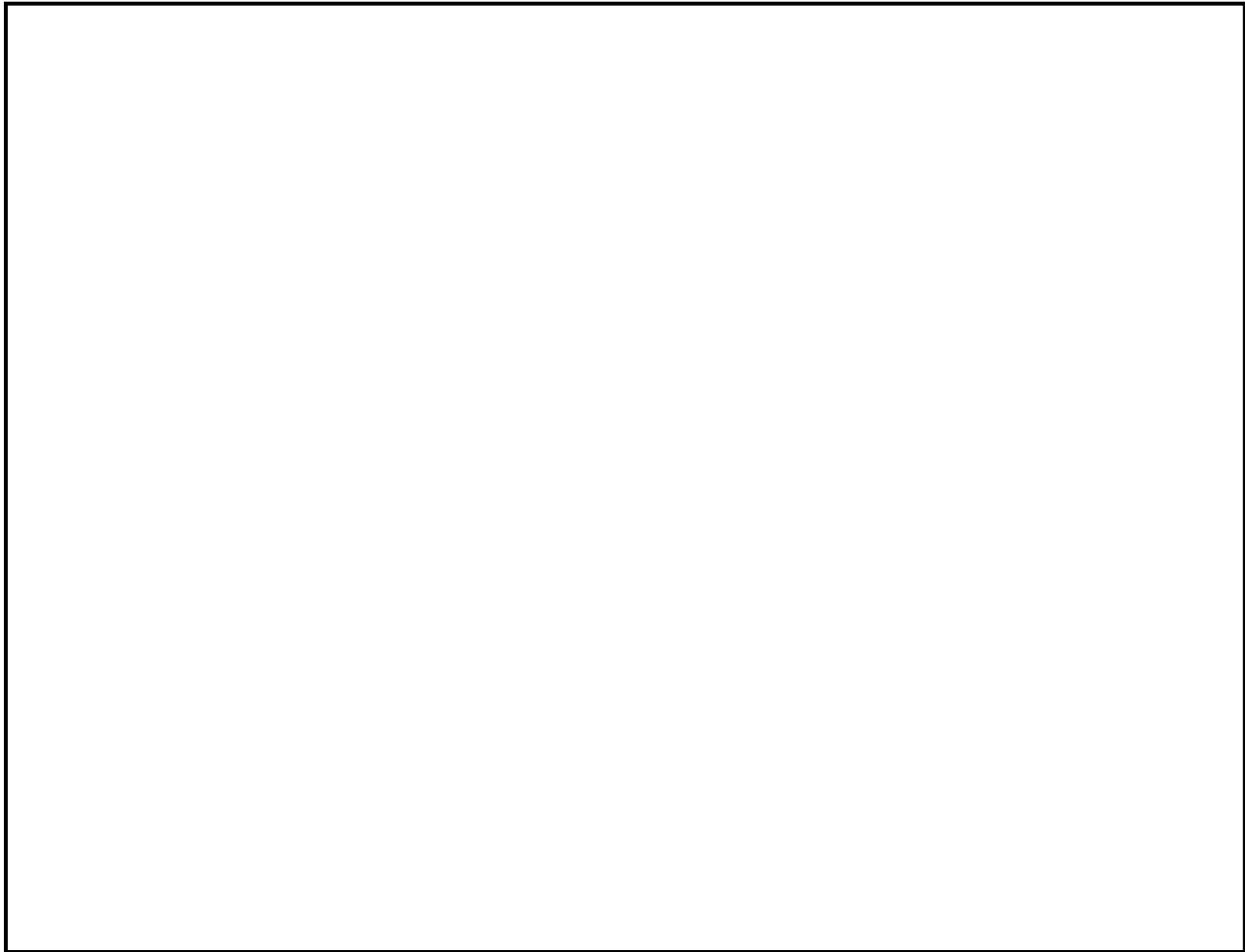
N.E.

N.W.

S.W.

S.E.

See Sketch Instructions on the following page.



RETURN THIS SKETCH WITH APPLICATION FORM -
NOTE: WITHOUT A SKETCH AN APPLICATION CANNOT BE PROCESSED

ALL DIMENSIONS MUST BE IN METRIC

SKETCH INSTRUCTIONS

A sketch showing the following:

- i) The boundaries and dimensions of the subject lands.
- ii) 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.
- iii) The approximate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application. Examples include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks.
- iv) The current uses on land that is adjacent to the subject lands.
- v) 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.
- vi) If access to the subject land is by water only, the location of the parking and docking facilities to be used.

NOTE: Use a separate sheet of paper for the sketch if required.