



County of Bruce Planning & Development Department

Form Four

Proposed Minor Variance - OR - Alteration of a Legal Non-Conforming Use

INFORMATION TO APPLICANTS

General

You are encouraged to discuss your application with the planner for your municipality, and with the appropriate officials of the local municipality. You may also contact your local Planner by way of the County of Bruce website (www.brucecounty.on.ca) 'Living Here', 'Housing and Property', Land Use Planning', then select your municipality. At this point you will be provided with contact information for the planning hub and staff. Staff can provide you with information about your application. In order to avoid delay, you should gather information about your property, and you are encouraged to examine the provisions of official plans and zoning bylaws in force and effect.

Complete Application Required

The Planning Act requires that **complete applications** be filed before the applications for a Minor Variance or Alteration of a Legal Non-Conforming Use can be considered. The requirements for a complete application are defined in the Planning Act, its regulations, in the Bruce County Official Plan and in local municipal official plans. An application may be refused because it is incomplete.

In order to ensure that your application is complete, please complete the **Planning and Development Department - Form One - Property and Applicant Information**. If you are submitting applications for several applications on the same property, you need only submit one completed copy of the Development Application Form.

Additional information is required. You should submit this information in the form of an accompanying letter or report. You may need to obtain the assistance of a qualified professional to assist you in completing the application.

Information Required For Applications for Minor Variances or Alteration of a Legal Non-Conforming Use

Schedule 1 to Ontario Regulation 200/96, as amended lists the information that is to be provided with a complete application for minor variance or alteration of a legal non-conforming use. These requirements are summarized below, and together with the completed Form One, will fulfill the requirements for your application. For major or complicated applications, you should consult the Ontario Regulations and the Official Plans that apply directly.

Additional Requirements of Ontario Regulation 200/96 include:

1. A letter or report outlining the reasons why the proposed use cannot comply with the provisions of the zoning bylaw.
2. A sketch showing the boundaries of the land, the location and size of all buildings or structures on the land, including the distance from lot lines, the location of all natural and artificial features on the land, and on land that is adjacent to the land subject to the application. This includes location of wells, buildings, roads, ditches, woodlands, wetlands, and septic. (Please see the attached checklist).

The Bruce County Official Plan has application requirements that may also apply.

The Local Municipal Official Plan may have other requirements for applications as well. Please consult with the area planner for more information.

Two paper copies and one electronic copy in Word or PDF format of the reports that accompany the Development Application Report are required. **Any maps or schedules must be accurate, and scalable. The location of all existing and proposed buildings and structures, and the location of all natural and artificial features must be shown.** (Please see the attached checklist).

One copy of all material accompanying the application must be provided. If possible, electronic copies of the material in Word or PDF format, including all maps and schedules, sent via electronic file transfer, or submitted on USB, CD or other electronic format useable by the County would be appreciated.

The Process

When a complete application is received, a request for comments is sent to several government agencies; and, notice is given to surrounding property owners. The Committee of Adjustment for the local municipality holds a public hearing. Once the Committee of Adjustment has reached a decision, notice of the decision is given, and interested persons may appeal the decision to the Local Planning Appeal Tribunal (LPAT).

Your local planner can provide more specific detail of this process for you.

Information submitted will be made available for examination to any person who requests it. Once you have been notified of the Application File Number, information about the application will be put on the Department's website.

An application that is incomplete may be refused for that reason.

Contact Information

The County Planning and Development Department handles the administrative requirements of applications for the local municipalities and the County.

The Department currently has three offices.

The **Peninsula Hub Office** serves the following local municipalities:

Municipality of Arran-Elderslie (former Arran, Elderslie, Tara, Paisley and Chesley);

Municipality of Northern Bruce Peninsula (former Eastnor, Lindsay, St. Edmunds and Lion's Head); and

Town of South Bruce Peninsula (former Albemarle, Amabel, Hepworth and Wiarton)

Bruce County Planning & Development Department

268 Berford Street,

Box 129,

WIARTON, Ontario NOH 2T0

Phone: (519) 534-2092 Fax: (519) 534-1174

E-Mail: bcplwi@brucecounty.on.ca

The **Inland Hub Office** serves the following local municipalities:

Municipality of Brockton (former Brant, Greenock and Walkerton)

Township of Huron-Kinloss (former Huron, Kinloss, Lucknow and Ripley); and

Municipality of South Bruce (former Mildmay, Teeswater, Carrick and Culross);

Bruce County Planning and Development Department

30 Park Street,

P. O. Box 848,

WALKERTON, Ontario, NOG 2V0

Phone: (519) 881-1782 Fax: (519) 507-3030

E-Mail: bcplwa@brucecounty.on.ca

The **Lakeshore Hub Office** serves the following municipalities:

Municipality of Kincardine (former Kincardine Township, Bruce, Tiverton and Kincardine);

Town of Saugeen Shores (former Saugeen, Port Elgin and Southampton).

Bruce County Planning and Development Department

1243 MacKenzie Road,

PORT ELGIN, ON NOH 2C6

Phone: (226) 909-1601 Fax: (519) 832-9000

E-Mail: bcplpe@brucecounty.on.ca

Site Plan (Sketch) Requirements

Applications require a sketch showing the following:

- the boundaries and dimensions of the subject land;
- the location, size and type of all existing and proposed buildings and structures on the subject land, indicating their distance from the front lot line, rear lot line and side lot lines;
- the approximate location of all natural and artificial features (for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks) that,
 - are located on the subject land and on land that is adjacent to it, and
 - in the applicant's opinion, may affect the application;
- the current uses of land that is adjacent to the subject land (for example, residential, agricultural, or commercial);
- 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;
- if access to the subject land will be by water only, the location of the parking and docking facilities to be used; and
- the location and nature of any easement affecting the subject land.

Site Plans for Consent (Severance) Applications also Require:

- the boundaries and dimensions of any land abutting (bordering) the subject land that is owned by the owner of the subject land;
- the approximate distance between the subject land and the nearest township lot line or landmark such as a bridge or railway crossing;
- the boundaries and dimensions of the subject land, the part that is intended to be severed and the part that is intended to be retained;
- the location of all land previously severed from the parcel originally acquired by the current owner of the subject land.

The sketch needs to:

- be legible,
- be generally to scale,
- indicate what direction is north,
- show dimensions in metric units, and
- fit on a single page

The sketch may:

- be done by hand or on a computer, and
- include a table outlining building setback and size dimensions.