



The Corporation of the Town of Cobourg  
Development Division  
55 King Street West, Cobourg, ON, K9A 2M2  
P: 905-372-1005

## Application for Minor Variance

<b>Office Use Only</b>	Submission Date:
File Number: A-	Date Deemed Complete:
Roll #:	Meeting Date:
Official Plan Designation:	Zoning:

**Complete applications must include all fees.**

***For applicable fees (see Fees and Charges By-Law)***

**Incomplete applications will not be accepted and will be retuned to the Applicant / Agent.**

- A professional sketch in metric is enclosed. (see page 6)
- Proof of Ownership is enclosed.
- If the property is in an area identified by the Source Protection Plan, a Section 59 Notice or Prohibition letter from the Risk Management Official (RMO) has been submitted.
- It is acknowledged that a site visit will likely be conducted by members of the Committee of Adjustment, Staff, and/or other agents. By signing below, the owner agrees to allow these agents, Staff, Committee and/or Council members access to the property in the review of this application. It is acknowledged that the proposed and existing conditions of the Minor Variance must be clearly staked prior to any site visits.
- It is acknowledged that the members of Committee of Adjustment must hear all information at the public meeting without prejudice and therefore, must not discuss any applications prior to meeting.
- If the property in question is held in joint tenancy, both parties must sign the application in the presence of a Commissioner of Oaths (see page 7).
- If the owner is not the applicant, written authorization to the applicant is required and enclosed. (See Attachment 1)
- Ensure that all sections in the application forms are completed.
- Applicant acknowledges that they will be required to post a sign on the property for a minimum of 10 days prior to the public hearing date.
- All applicable supporting documents have been submitted. (Environmental Impact Study, etc.)
- It is acknowledged that if this application is approved, that conditions will be assigned.

**Date:** \_\_\_\_\_

**Signature of Applicant:** \_\_\_\_\_



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As per the *Planning Act*, as amended, the *Municipal Act 2001*, as amended and in accordance with the Provincial regulations.

**Instructions to Applicant**

Please read carefully before completing the application.

- A. It is the policy of The Town of Cobourg that an application with applicable fees be submitted for **each** transaction.

To make an application, complete and file one (1) signed original application forms together with one (1) copy of all supporting documents, and one (1) professional sketch depicting proposed requests for relief and existing conditions.

Complete the information below (please print legibly in blue or black ink)

All supporting documents and sketches may be submitted in digital form.

**Note to applicant: All questions (unless otherwise indicated) in the application must be completed in full otherwise the application will not be deemed complete and returned to you. Please mark all irrelevant sections Not Applicable (N/A).**

- B. In accordance with the Town of Cobourg's Fees and Charges By-Law, application processing fees apply at the time of submission.

To obtain the most up to date fees information contact the Development Division at:

Tel: 905-372-1005

Email: [committeeofadjustment@cobourg.ca](mailto:committeeofadjustment@cobourg.ca)

- C. The Undersigned hereby applies to the Town of Cobourg under the *Planning Act*, as amended for consent to the transaction as described, and to the extent set forth in this application.

- D. Please note the application together with any and all documents related thereto are a public record and as such are available for viewing or duplication by the general public.



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**1. Applicant and Agent Information**

	<b>Applicant(s)</b>	<b>Authorized Agent</b>
<b>Name:</b>		
<b>Address:</b>		
<b>City/Postal Code:</b>		
<b>Phone:</b>		
<b>Email:</b>		

**2. Property Information of Subject Lands**

Municipal Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Assessment Roll Number: \_\_\_\_\_

**3. Dimension of Lands**

**(Must accurately match dimension noted on submitted sketch)**

Frontage \_\_\_\_\_ (m)   Depth \_\_\_\_\_ (m)   Area \_\_\_\_\_ (ha)

Frontage \_\_\_\_\_ (ft)   Depth \_\_\_\_\_ (ft)   Area \_\_\_\_\_ (acres)

**4. Existing Easement / Rights-of-Ways or Covenants:**

<b>Describe Existing Easement</b>	<b>Severed Lands</b>	<b>Retained Lands</b>

**5. Are there existing building(s) or structure(s) including well and septic?**

Yes       No

If yes, all dimensions must be included on the sketch. Please list the type of building(s) / structure(s) including year of construction if known:



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**6. Local Planning Documents:**

a) What is the existing Official Plan designation(s) of the subject land?

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b) What is the Zoning of the subject land?

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c) Relief is being applied for which section(s) of the Zoning By-law? (State the number and title of all sections that apply).

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d) What is the extent of the relief? (I.e. reduction to 3m [9.84 ft] setback).

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e) Why is it not possible to comply with the provisions of the Zoning By-law?

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f) Proposed use(s) (e.g. residential, commercial, etc., or same as existing):

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g) Are any building(s) or structure(s) proposed to be built:  Yes  No

If yes, all dimensions must be included on the sketch. Please list the type of building(s) / structure(s):



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**7. History of the Subject Land**

a) Existing Use(s) (i.e. residential, commercial, etc.) and how long they have been in place:

b) Proposed Use(s): \_\_\_\_\_

c) Has the subject lands ever been subject to an application for a plan of subdivision?

Yes       No

If Yes, specify date and File No.: \_\_\_\_\_

**8. Type of Services:**

Type of Service	Existing		Proposed	
	Municipal	Private	Municipal	Private
Water				
Sanitary				

If a septic system exists; when was it installed (month, year): \_\_\_\_\_

**9. Are any of the following uses or features on the subject lands or within 120 metres?**

Use or Feature:	On Subject Lands	Within 120m
a) Wastewater treatment plant		
b) Unevaluated or provincially significant wetland		
c) Watercourse/Shoreline/Floodplain		
d) Landfill (active or closed)		
e) CP or CN Railway railway line		
f) Natural gas / oil pipeline		
g) Hydro easement		
h) Industrial or commercial use		
Please specify: _____		



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### **10. Required Sketch**

The applicant shall attach to this application a professional 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 the distance of the buildings and structures from the front, rear and side yard lot lines.
- The approximate location of all natural and artificial features (for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetland, 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 (labelled as residential, agricultural, commercial, vacant, etc.).
- 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
- The location and nature of any easement affecting the subject land

**This application must be submitted to:**

*The Town of Cobourg*  
*c/o Development Division, Planning Department*  
*55 King Street West, Cobourg, ON,*  
*K9A 2M2*  
*Phone: 905-372-1005*

Email: [committeeofadjustment@cobourg.ca](mailto:committeeofadjustment@cobourg.ca)



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**11. Affidavit or Sworn Declaration**

**Note: All applicants shall ensure that a “complete application” under the *Planning Act* has been made before completing this declaration. Please do not sign until you are witnessed by a commissioner.**

This section is to be completed by the owner or authorized agent – if done by the authorized agent, please fill out the Authorization Section as well.

I, \_\_\_\_\_ of the Town of Cobourg in the County of Northumberland solemnly declare that all statements contained in this application and all exhibits transmitted, herewith, 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.”

And further, I hereby agree to bear the cost of all consulting planning, engineering, legal and registration fees related to this application as deemed necessary by the municipality on request, to be applied to such costs, and for which the municipality will account.

Sworn (or declared) before me at the

Town of Cobourg in the

County of Northumberland this

\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. \_\_\_\_\_

Applicant's Signature

Commissioner's Use Only

\_\_\_\_\_  
**Commissioner of Oaths**



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**Attachment #1 - Authorization of Agent**

This must be completed if an agent is to be authorized to submit the application and to represent the owner.

**This form must be signed by the applicant.**

Authorization of Owner for Agent to make the application.

Address of Subject Property:

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Name of Registered Owner(s):

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Application for Consent (list transaction type): \_\_\_\_\_

As of the date of this application, I am the registered owner of the lands described in this application, and I have examined the contents of this application and hereby certify that the information submitted with the application is correct insofar as I have knowledge of these facts, and I authorize the submission of this application on my behalf.

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**Name of Authorized Agent(s)**

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**Date**

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**Signature of Owner**