



**COMMITTEE OF ADJUSTMENT  
SUBMISSION CHECKLIST**

**GENERAL INFORMATION**

All applications to the Committee of Adjustment are to be submitted to the Development Services Department, 1<sup>st</sup> Floor, City Hall, 70 Collier Street, Barrie, L4M 4T5.

Additional supporting documentation should be filed prior to the Public Hearing to avoid unnecessary adjournments of your application(s).

It is the responsibility of the applicant to ensure that on-site signage is posted in accordance with Regulations under the Planning Act. Please consult with Committee of Adjustment staff regarding current procedure.

Pre-consultation with a City Zoning Administrator, a City Planner, and/or Conservation Partners is strongly encouraged.

**WHAT TO SUBMIT**

- A completed application form – all sections of the application must be filled out with all registered owners, complete addresses, full legal description and required signatures – **one original and one copy**
- A survey shall be required** – showing all information as outlined in the application
- Site Plan – **two copies** (letter or legal size - as explained below)
- Application Fee(s) – Cash/Debit or Cheques made payable to the “City of Barrie”
- Supporting documentation if applicable (i.e. technical/planning reports, elevation drawings, photographs)
- Conservation Authority Fees (if applicable)                       LSRCA             NVCA

**SITE PLAN REQUIREMENTS**

All site plans shall be survey-based and drawn to scale (either using an existing survey or a sketch signed by an Ontario Land Surveyor). Hand drawn sketches will not be accepted. The Planning Act regulations require that all site plans should show a certain level of detail as noted in the sketch requirement section of your application. These details include:

- Dimensions and calculated area of the property.
- All existing and proposed buildings and structures, including their size and setbacks to the property lot lines.
- All natural and artificial features i.e. railways & watercourses
- Existing uses(s) on adjacent lands
- Location and name of any roads
- Location and nature of any easement affecting the subject land
- For Consents only – clearly label all proposed severed/retained lands and/or proposed easement(s).

**APPLICATION FEES (per application) \*CREDIT CARDS NOT ACCEPTED\***

Consents - New lot or lot addition - \$2,566.61  
 Consents - Easements - \$1,225.60  
 Minor Variance - \$2,039.00  
 Deferrals/Amendments requiring recirculation – 50% of original fee  
 Pre-consultation Fee - \$142.90 (per hour with a minimum of 0.5 hours with 50% credited to the subsequent application fee)  
**Multiple Application Discount of \$107.69 of the original fee for the same property, concurrent processing on second and subsequent applications.**

**FOR STAFF USE ONLY**

Was there a pre-consultation with Planning Staff or any other Agency?                      YES                      NO  
 If Yes, then who? \_\_\_\_\_

Received by: \_\_\_\_\_                      Date: \_\_\_\_\_  
 Confirmed as a complete application by the Secretary-Treasurer: \_\_\_\_\_



# COMMITTEE OF ADJUSTMENT APPLICATION FOR CONSENT

<b>4.0 PROPERTY DESCRIPTION:</b>			
SEVERED:	Lot Frontage: _____ m	Lot Depth: _____ m	Lot Area: _____ m <sup>2</sup>
RETAINED:	Lot Frontage: _____ m	Lot Depth: _____ m	Lot Area: _____ m <sup>2</sup>
EASEMENT:	Lot Frontage: _____ m	Lot Depth: _____ m	Lot Area: _____ m <sup>2</sup>
<b>4.1 USE OF PROPERTY:</b>			
SEVERED:	Existing: _____	Proposed: _____	
RETAINED:	Existing: _____	Proposed: _____	
EASEMENT USE OF: _____			
<b>4.2 BUILDINGS OR STRUCTURES:</b>			
SEVERED:	Existing: _____	Proposed: _____	
RETAINED:	Existing: _____	Proposed: _____	
<b>4.3 ACCESS (please check):</b>			
SEVERED:	<input type="checkbox"/> Municipal Road - Maintained Seasonal or Year Round (Circle one) <input type="checkbox"/> Provincial Highway <input type="checkbox"/> Private/Right of Way <input type="checkbox"/> Other (i.e. Water Access)		
RETAINED:	<input type="checkbox"/> Municipal Road - Maintained Seasonal or Year Round (Circle one) <input type="checkbox"/> Provincial Highway <input type="checkbox"/> Private/Right of Way <input type="checkbox"/> Other (i.e. Water Access)		
<p>If access to the subject land is by private road, or if "other public road" or "right of way" please indicate below who owns the land or road, who is responsible for its maintenance and whether it is maintained seasonally or all year. If access by water, please indicate the location of the parking and board docking facilities to be used:</p> <p>_____</p>			
<b>4.5 SEWER (please check):</b>			
SEVERED:	<input type="checkbox"/> Municipal <input type="checkbox"/> Well – Private or Communal (circle one) <input type="checkbox"/> Other (i.e. Lake): _____		
RETAINED:	<input type="checkbox"/> Municipal <input type="checkbox"/> Well – Private or Communal (circle one) <input type="checkbox"/> Other (i.e. Lake): _____		
<p><b>* A copy of your health unit certificate of approval or septic use permit must be submitted with this application for review. Please be advised that additional review fees may be applicable to ensure compliance. For more information or to request a copy of this information, please contact the Building Standards Department at (705) 739-4212.</b></p>			
<b>4.6 WATER (please check):</b>			
SEVERED:	<input type="checkbox"/> Municipal <input type="checkbox"/> Septic – Private or Communal (circle one) <input type="checkbox"/> Other: _____		
RETAINED:	<input type="checkbox"/> Municipal <input type="checkbox"/> Septic – Private or Communal (circle one) <input type="checkbox"/> Other: _____		

# COMMITTEE OF ADJUSTMENT APPLICATION FOR CONSENT

<b>5.0 LAND USE AND APPLICATION INFORMATION:</b>
What is the existing official plan designation(s) of the subject land? _____
What is the zoning of the subject land? If the subject land is covered by a Minister's zoning order, what is the Ontario Regulation Number? _____
Has the subject land ever been subject of an application for approval of a plan of subdivision or consent under the <i>Planning Act</i> ? If Yes, please provide the application file number and decision made on this application. <input type="checkbox"/> No <input type="checkbox"/> Yes _____
Has any land been severed from the parcel originally acquired by the owner of the subject land? If Yes, provide for each parcel severed, the date of transfer, the name of the transferee and the land use. <input type="checkbox"/> No <input type="checkbox"/> Yes _____
If this application is a re-submission of a previous consent application, describe how it has been changed from the original application: _____
Is the subject land currently a proposed Official Plan or Official Plan amendment that has been submitted for approval? If Yes, and if known, specify the appropriate file number and status of the application. <input type="checkbox"/> No <input type="checkbox"/> Yes _____
Is the subject land the subject of an application for a zoning by-law amendment, Minister's zoning order amendment, minor variance or approval of a plan of subdivision? If Yes, and if known, specify the appropriate file number and status of application. <input type="checkbox"/> No <input type="checkbox"/> Yes _____
Whether the application is consistent with policy statements issued under subsection 3 (1) of the Act. <input type="checkbox"/> No <input type="checkbox"/> Yes
Whether the subject land is within an area of land designated under any provincial plan or plans. If Yes, please indicate whether the application conforms to or does not conflict with the applicable provincial plan or plans. <input type="checkbox"/> No <input type="checkbox"/> Yes _____
<b>6.0 OTHER INFORMATION:</b>
Is there any other information that you think may be useful to the Committee of Adjustment or other agencies in reviewing this application? If so, explain below or attach on a separate page. _____ _____ _____ _____

# COMMITTEE OF ADJUSTMENT APPLICATION FOR CONSENT

## 7.0 SKETCH REQUIREMENTS:

The application shall be accompanied by a sketch showing the following: (Please note the Committee may request a sketch signed by an Ontario Land Surveyor)

- The boundaries and dimensions of the subject land, the part that is to be severed and the part that is to be retained.
- The boundaries and dimensions of any land owned by the owner of the subject land and that abuts the subject land.
- The distance between the subject land and the nearest City lot line or landmark, such as a railway crossing or bridge.
- Location of all land previously severed from the parcel originally acquired by the current owner of the subject land.
- The approximate location of all natural and artificial features on the subject land and adjacent lands that in the opinion of the applicant may affect the application, such as buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks.
- The existing use(s) on adjacent lands.
- 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 is by water only, the location of the parking and boat docking facilities to be used.
- The location and nature of any easements affecting the subject land.

## 8.0 CONSENT OF THE OWNER TO THE USE AND DISCLOSURE OF PERSONAL INFORMATION:

I, \_\_\_\_\_ am the owner of the land that is the subject of this consent application and for the purpose of the Freedom of Information and Protection of Privacy Act, I authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the Planning Act for the purposes of processing this application.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature (Owner or Agent)

\_\_\_\_\_  
Date

## 9.0 AUTHORIZATION OF USING AN AGENT BY OWNER:

I, \_\_\_\_\_ am the owner of the land that is the subject of this application for a consent and for the purposes of the Freedom of Information and Protection of Privacy Act, I authorize, \_\_\_\_\_, to make this application on my behalf AND as my agent for this application, to provide any of my personal information that will be included in this application or collected during the process of the application.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature (Owner)

\_\_\_\_\_  
Date

# COMMITTEE OF ADJUSTMENT APPLICATION FOR CONSENT

## 10.0 AFFIDAVIT OR SWORN DECLARATION:

I/WE \_\_\_\_\_ of the City/Municipality of \_\_\_\_\_ solemnly declare that the information contained in this application is 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 hereby grant permission to employees for the City of Barrie and its Members of the Committee of Adjustment to attend, photograph and conduct inspections of the lands subject to this application as part of their review and processing of the application.

\_\_\_\_\_  
Signature of Owner/Applicant (seal if any)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature of Owner/Applicant (seal if any)

\_\_\_\_\_  
Print Name

Dated at the City of Barrie

In the County of Simcoe

This \_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_

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

**NOTE: IF THE REGISTERED OWNER IS A CORPORATION, THE CORPORATE SEAL MUST BE AFFIXED TO THIS FORM IN ADDITION TO THE SIGNATURE OF AUTHORIZED SIGNING OFFICERS.**