



**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 MINOR VARIANCE OR PERMISSION

<b>4.0 PROPERTY DIMENSIONS:</b>
Lot Frontage: _____ m      Lot Depth: _____ m      Lot Area: _____ m <sup>2</sup>
<b>4.1 ACCESS TO THE SUBJECT LAND IS MADE BY (please check all that apply):</b>
Municipal Road - Maintained Seasonal or Year Round (Circle one)   Provincial Highway <input type="checkbox"/> Private/Right of Way <input type="checkbox"/> Other (i.e. Water Access) 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. _____
<b>4.2 WATER (please check):</b>
Municipal <input type="checkbox"/> Well – Private or Communal (circle one)   Other: _____
<b>4.3 SEWER (please check):</b>
Municipal <input type="checkbox"/> Septic – Private or Communal (circle one)   Other (i.e. Lake): _____  * 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>4.4 STORM DRAINAGE (please check):</b>
Sewer <input type="checkbox"/> Ditches/Swales <input type="checkbox"/> Other: _____
<b>4.5 USE OF PROPERTY (i.e Residential, Commercial Industrial)</b>
Existing: _____ Proposed: _____
<b>4.6 BUILDINGS OR STRUCTURES:</b>
Existing: _____ Proposed: _____  * For each existing/proposed building or structure, please indicate type, the setback from the front lot line, rear lot line and side lot lines, the height in metres and the dimensions or floor area.

# COMMITTEE OF ADJUSTMENT APPLICATION FOR MINOR VARIANCE OR PERMISSION

<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 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 the application.   No <input type="checkbox"/> Yes _____
Has the subject land ever been subject of a previous application for a minor variance/permission under the <i>Planning Act</i> ? If Yes, please provide the application file number and decision made on the application.   No <input type="checkbox"/> Yes _____
Date of acquisition by current owner: _____
Date of construction of all buildings and structure on the subject lands: _____
The length of time that the existing uses of the subject lands have continued: _____
<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. _____ _____ _____
<b>7.0 SKETCH REQUIREMENTS:</b>
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) <ul style="list-style-type: none"><li>▪ The boundaries and dimensions of the subject land.</li><li>▪ The location, size and type of all existing and proposed buildings and structures on the subject lands, indicating the distance of the buildings or structures from the front yard lot line, rear yard lot line and the side yard lot lines.</li><li>▪ The approximate location of all natural 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.</li><li>▪ The existing use(s) on adjacent lands.</li><li>▪ 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.</li><li>▪ If access to the subject land is by water only, the location of the parking and boat docking facilities to be used.</li><li>▪ The location and nature of any easement affecting the subject lands.</li></ul>

# COMMITTEE OF ADJUSTMENT APPLICATION FOR MINOR VARIANCE OR PERMISSION

## 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 minor variance/permission 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 minor variance/permission 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

## 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 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.**