



# COMMITTEE OF ADJUSTMENT FOR THE TOWN OF INNISFIL

## APPLICATION FOR MINOR VARIANCE Under Section 45 of the Planning Act

### Completeness of the Application:

This information is prescribed in the Schedule to Ontario Regulation 200/96 made under the Planning Act. Mandatory information must be provided with the appropriate fee. If the mandatory information and fees are not provided, the application will be returned, or may not be considered until the information and fee have been provided.

The application form also sets out other information that will assist the Committee of Adjustment in their evaluation of the application. To ensure the quickest and most complete review, this information should be submitted at the time of application. In the absence of this information, it may not be possible to do a complete review within the legislated time frame for making a decision.

### Submission of the Application Checklist:

- A completed application form (original) is required with all sections completed.
- A survey may be required showing existing conditions.
- Site Plan Drawing is required showing dimensions of the property, all existing/proposed buildings with setbacks to property lines, roadways/rail lines, natural features i.e., trees, location of any easements, and elevation drawings of all buildings on the subject property.
- The required fee for the first three variances is **\$2358.70 (2025 fee)**. Additional applications for the same lands would have a required fee of **\$607.70each**. Town Staff will email a PayPal link for payment once a complete application is received. Please note that any request by the applicant for the deferral of an application or Committee of a decision on an application will result in an additional fee of \$566.50for the first three applications, and \$339.90 each additional application. **Where applicable, please note that staff time will be billable to the owner after the Decision has been made and that fees will be invoiced accordingly as per the Town's Fees & Charges By-law.** Complex variance applies to application for industrial/commercial/institutional uses, triplex dwellings, block townhouse dwellings and higher density residential developments. Non-complex (simple) variance applies to application for low density residential (single dwelling unit, semi dwelling, duplex dwelling, secondary dwelling units, street townhouses) and decks, porches, sheds, garages, etc.
- Supporting Documentation when applicable (ex. Planning Justification Report, Natural Heritage Evaluation, etc)

Please note: Measurements on the application and drawings/plans are to be in metric units.

### For Help:

If you require assistance with this application, please contact  
Sarah Burton Hopkins, Secretary-Treasurer to the Committee of Adjustment.

Email – [sburtonhopkins@innisfil.ca](mailto:sburtonhopkins@innisfil.ca) Telephone - (705) 436-3710 Fax - (705) 436-7120



# Minor Variance Application

Committee of Adjustment F#2025MVA

**OFFICE USE ONLY:**

Application Number: \_\_\_\_\_ Hearing Date: \_\_\_\_\_ Payment Type: \_\_\_\_\_ Simple:  Complex:   
 Applicable Conservation Authority: NVCA LSRCA

The undersigned hereby applies to the Committee of Adjustment for the Town of Innisfil under Section 45 of the Planning Act, for relief, as described in this application, from By-law #: \_\_\_\_\_ (as amended)

**1.0 PROPERTY DESCRIPTION**

|                                       |  |  |  |
|---------------------------------------|--|--|--|
| Municipal Address:                    |  |  |  |
| Town Lot and Concession Number:       |  |  |  |
| Registered Plan and Lot/Block Number: |  |  |  |
| Reference Plan and Part Numbers:      |  |  |  |

**2.0 APPLICANT/ AGENT INFORMATION**

|                          |  |              |  |
|--------------------------|--|--------------|--|
| Company Name:            |  |              |  |
| Name of Applicant/Agent: |  |              |  |
| Address:                 |  |              |  |
| City/Town:               |  | Postal Code: |  |
| Telephone:               |  | Email:       |  |

**2.1 REGISTERED OWNER INFORMATION**

|                |  |              |  |
|----------------|--|--------------|--|
| Name of Owner: |  |              |  |
| Address:       |  |              |  |
| City/Town:     |  | Postal Code: |  |
| Telephone:     |  | Email:       |  |

**3.0 PURPOSE OF THE APPLICATION**

3.1 Nature and extent of relief applied for (include section(s) of the Zoning By-law):

|  |
|--|
|  |
|--|

3.2 Why is not possible to comply with the provisions of the Zoning By-law?

|  |
|--|
|  |
|--|

**4.0 DESCRIPTION OF SUBJECT LANDS AND SERVICING INFORMATION (Metres/Hectares)**

|               |  |            |  |           |  |
|---------------|--|------------|--|-----------|--|
| Lot Frontage: |  | Lot Depth: |  | Lot Area: |  |
|---------------|--|------------|--|-----------|--|

4.1 Particulars of all buildings and structures on or proposed for the subject land. Specify width, length, height, distance from lot lines, ground floor area, gross floor area, etc. (Attached Drawings/plans are required)

|  |
|--|
|  |
|--|

Existing (Uses and Buildings):

Proposed (Uses and Buildings):

4.2 Municipal services available (check the appropriate box)

Water       Sanitary Sewer       Storm Sewer       None

4.3 Private services available (check the appropriate box)

Water (well)       Septic System       Storm Sewer       None

**5.0 LAND USE**

5.1 What is the Official Plan Designation:

5.2 What is the zoning of the Subject Lands:

**6.0 HISTORY**

6.1 Date of Acquisition (purchase) of subject Lands:

6.2 Date of construction for all buildings and structures on the subject land:

6.3 Existing uses of the subject property:

6.4 Length of time the existing uses of the subject property have continued.

6.5 Existing uses of abutting properties:

6.6 Has the subject land ever been subject to a Minor Variance Application under Section 45 of the Planning Act, R.S.O. 1990, Chapter P.13, as amended?

Yes     No      If yes, describe briefly:

6.7 Is the subject property the subject of a current application for plan of subdivision or consent under the Planning Act?

Yes     No      If yes, describe briefly:

**7.0 AFFIDAVIT OR SWORN DECLARATION**

7.1 This must be completed by the Applicant.

I, \_\_\_\_\_ of the \_\_\_\_\_ in the \_\_\_\_\_  
Full Name of Property Owner or Authorized Agent Name City, Town, Municipality City, Town, Municipality  
make oath and say (or solemnly declare) that all statements contained in this application are true and conscientiously believing to be true the information contained in the documents that accompany this application. Furthermore, for the purposes of the Freedom of Information Act, I authorize and consent to the use by or the disclosure to any person or public body of any information collected under the Planning Act for the purposes of processing this application.

Sworn (or declared) before me at the \_\_\_\_\_ in the \_\_\_\_\_  
City, Town, Municipality City, Town, Municipality  
this day \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_.  
Day Month Year

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

\_\_\_\_\_  
Applicant Signature

**\*By submission of this application Town Staff, Commenting Agencies and Committee Members are permitted to access the property for the purpose of site inspections related to this application. Access to the property to conduct site inspections shall be between the hours of 8 a.m. to 7 p.m.**

**8.0 AUTHORIZATION**

8.1 If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner that the applicant is authorized to make the application must be included with this form or the authorization set out below must be completed.

**Authorization of Owner for Agent  
To Make the Application**

I, \_\_\_\_\_ am the owner of the land that is the subject of this  
Owner's Name  
application, and I authorize \_\_\_\_\_ to make this  
Agent's Name

application on my behalf. Furthermore, for the purposes of the Freedom of Information Act, I authorize and consent to the use by disclosure to any person or public body of any information collected under the Planning Act for the purposes of processing this application.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

## **The Minor Variance Process**

### **Application Submitted**

- Ensure that the application has been signed and commissioned. The Town offers this through conference call, please request this service when submitting, if required.
- Ensure that all application fields are completed.
- Ensure that the application contains clear readable drawings/plans with dimensions.

### **Notice of Application**

- Application is reviewed and processed for circulation. The Notice of Application is sent to any affected agencies (Conservation Authority, School Boards, etc.) and Town Staff, which briefly outlines the nature of application.
- Notice of Public Hearing is mailed/circulated to property owners within a 60 m radius of the subject lands at least 14 days prior to the Committee Hearing.
- The Applicant is responsible for posting a Notice sign on the subject lands at least two weeks prior to the actual Hearing date. The sign will be provided by the Town of Innisfil at no additional charge. Notification when the sign is ready for pick up will be sent to the applicant via email. The sign must be visible and within 2 metres of the street. Once the sign is erected on the subject property, a photo of the sign is to be emailed to the Secretary-Treasurer. The sign must remain posted on the subject lands until after the hearing date

### **Decision**

- Committee generally makes decision the day of the Hearing of the application (although a decision can be deferred while more information is gathered).
- Variances can be granted conditionally.

### **Notice of Decision**

- Provided one week after the Decision is made.
- Notice of Decision is circulated to the applicant and to each person or public body that made a written request to be notified.
- The decision of the Committee of Adjustment is subject to appeal within 20 days from the date the decision is signed by the Committee Members. During the appeal period, the applicant, the municipality, certain public bodies and the Minister may file an appeal of the Committee's decision to the Ontario Land Tribunal (OLT). The notice of appeal is filed with the Secretary-Treasurer of the Committee of Adjustment.
- Prior to filing an appeal to the OLT, please contact OLT directly for appeal rights and additional information
- Appeals must be filed with the Town by the date indicated on the Notice.

### **If No Appeal**

- The Committee's decision is final after the expiration of the appeal period.

### **If Appealed**

- The application goes to the Ontario Land Tribunal for a new Hearing.

## Conservation Authority Base Review Fee

If your application is required to be circulated to the LSRCA or NVCA and they determine that your application requires an additional review, you could be charged additional fees. **If the subject property falls within the regulatory limit of the LSRCA or NVCA, applicants are strongly recommended to contact the Conservation authority for an estimate of costs before submitting their application to the Town.**

More information about Conservation Authority planning review fees can be found at:

- NVCA: <http://www.nvca.on.ca/planning-permits/forms-fees> (click the “Planning Fees” link)
- LSRCA: [http://www.lsrca.on.ca/permits/permit\\_fees.php](http://www.lsrca.on.ca/permits/permit_fees.php) (see “Applications made under the Planning Act”)

### **Frequently Asked Questions:**

- **How do I know if I will be charged the minor variance base review fee?**

Applicants will be charged the minor variance base review fee (and have their application circulated to a Conservation Authority) if the subject property is a shoreline property on Lake Simcoe OR within the regulated area of the LSRCA or NVCA.

- **How much is the minor variance base review fee?**

The review fee is set by each conservation authority and reviewed annually. For the most current fee please follow the links above or contact the conservation authority directly.

- **How do I know if the subject property is within the regulated area of a Conservation Authority?**

To find out if the subject property is within a regulated area you can:

1. Contact the Secretary-Treasurer to the Committee of Adjustment to discuss your application and find out if it will be circulated to the NVCA or LSRCA; or
2. Look up the subject property using the mapping available on the Conservation Authority websites:
  - LSRCA: [http://www.lsrca.on.ca/maps/disclaimer\\_regulation.php](http://www.lsrca.on.ca/maps/disclaimer_regulation.php) (click “I Agree” to access mapping)
  - NVCA: <http://maps.simcoe.ca/NVCA/> (make sure the “NVCA Regulated Areas” box is checked)
3. Contact the Conservation Authority directly for assistance:
  - LSRCA: 905-895-1281 or 1-800-465-0437
  - NVCA: 705-424-1479

### **For Help:**

If you require assistance with this application, please contact  
Sarah Burton Hopkins, Secretary-Treasurer to the Committee of Adjustment.

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