

**SUBMISSION REQUIREMENTS**

**THE APPLICATION WILL BE DEEMED COMPLETE IF THE FOLLOWING REQUIREMENTS ARE MET BY THE [SUBMISSION DEADLINE](#) (Note that staff are unable to provide last minute review of proposals. You must submit your proposal for review well in advance of the application submission deadline. Hearings are held once a month, and as per the submission deadlines, the application will be scheduled for the next available hearing):**

- **Contact Zoning Officer:** [rpurdy@haltonhills.ca](mailto:rpurdy@haltonhills.ca), 905-873-2600, ext. 2320 (Zoning Officer will review your drawings and confirm required variances).
- **Contact Planner:** [planning@haltonhills.ca](mailto:planning@haltonhills.ca), 905-873-2600, ext. 2900 (you will be directed to a Planner who will review the proposal and advise you of any issues).
- **Application Submission:**
  - Drawings must be in metric measurements, be legible, and clearly depict the proposal (the variance labels and numbers need to be legible when printed as 8 ½ by 11 hard copy).
  - Application must be commissioned (Town Hall, or any location that offers legal services).
  - Submission package may be mailed in or placed in the ‘drop off’ bin located just inside the sliding doors at Town Hall. Include: signed and commissioned application (with the original signatures, if available), and related fees. No hard copies of the sketches are required. You may e-mail a commissioned application to: [nilooh@haltonhills.ca](mailto:nilooh@haltonhills.ca)

**FEES:**

Payable to:	2023 Fees:	Payment Method:
Town of Halton Hills	\$3,107 or \$6,224	Cheque
Region of Halton	\$38.18	<a href="#">Payment Options</a>
Credit Valley Conservation	\$478	Cheque
Grand River Conservation	\$300 (Minor) or \$675 (Major)	Cheque
Conservation Halton	Fee will be determined upon review of proposal.	

- Fees are subject to change.
- Conservation and Regional fees may be increased (Conservation and Region to confirm).
- Conservation fee cannot be combined with Town fee (separate cheques are required).

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Please complete the following application for Minor Variance or Permission. Should you require assistance, contact the Secretary-Treasurer of the Committee of Adjustment at 905-873-2600, ext. 2292.

The personal information collected on this form is collected under the authority of the *Planning Act* as amended. The information is used for the purposes of processing this application. The processing of this application is subject to a public process, and the information contained on this application, is considered public and available to anyone on request. Questions regarding the collection of this information should be directed to the Towns Records/FOI Coordinator at 905-873-2600 ext. 2356 or [foi@haltonhills.ca](mailto:foi@haltonhills.ca).

**Indicate whether you are applying under section:**

- 45(1) of the Ontario *Planning Act* (Minor Variance)  
 45(2) ( ) of the Ontario *Planning Act* (Permission)

THE UNDERSIGNED, HEREBY APPLIES TO THE COMMITTEE OF ADJUSTMENT FOR THE CORPORATION OF THE TOWN OF HALTON HILLS, AS DESCRIBED IN THIS FORM:

By-law No.: \_\_\_\_\_ As Amended: \_\_\_\_\_

**Registered Owner/Applicant**

Check one: Person(s)  Company

Registered Land Owner Name: \_\_\_\_\_

Name: \_\_\_\_\_ Company Officer: \_\_\_\_\_  
 (if company)

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

Email: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

**Agent**

Name: \_\_\_\_\_

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

Email: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

**Solicitor**

Firm Name: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

Email: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

1. Specify what the By-law requirement is, and describe the nature and extent of relief requesting.

2. Explain why it is not possible to comply with the provisions of the Zoning By-law.

3. Provide the legal description of the subject land as outlined below.

<b>Location of Property:</b>	
Georgetown <input type="checkbox"/>	Acton <input type="checkbox"/> 401 Corridor <input type="checkbox"/> Rural Area <input type="checkbox"/> Niagara Escarpment Plan <input type="checkbox"/>
Assessment Roll Number: 2415-	
Lot Number(s):	Concession Number(s):
Registered Plan Number:	Block(s):
Municipal Address or Fire Number:	

4. Provide the dimensions of subject land.

	Feet (ft)	Metres (m)
Frontage:		
Depth:		
Area:		
Street Width:		

5. Provide details of all **existing and proposed buildings and structures** on the subject land.

	Existing	Proposed
Ground Floor Area (including garage):		
Gross Floor Area (including garage):		
Number of Storeys:		
Width:		
Length:		
Height:		

6. Indicate the location of all existing and proposed buildings or structures, on or proposed for the subject land.

	Existing	Proposed
Front Yard Setback:		
Side Yard Setback:		
Rear Yard Setback:		
Side Yard Setback:		

Note: A scaled drawing/survey, must be included as part of a complete application.

7. When was the subject land acquired?

8. When were all buildings or structures constructed?

9. Describe all existing uses of the subject property.

10. Describe the existing uses abutting the property.

11. Are municipal services available?

Water	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Sanity Sewer	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Storm Sewer	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

12. What is the present Official Plan designation of the subject land?

13. What is the present Zoning By-law designation of the subject land?

14. Has the subject property ever been the subject of an application for relief? If yes, describe.

15. Is the subject property the subject of a current application for Consent or Subdivision under the *Planning Act*, Section 53? If yes, include file number, date, and describe briefly.

- 16.** If you are applying under Section 45(2)(a)(i) of the *Planning Act*, to request the enlargement or extension of a building or structure that has Legal Non-Conforming status, answer the following questions:
- a) What is the present zoning of the subject land?
  - b) What is the established use of the building or structure? If it is not residential, provide details.
  - c) What is the proposed use for the extension or enlargement? If it is not residential, provide details.
  - d) How long has the present use been in existence?
  - e) Has the use been continuous from the date of its legal commencement, to the date of this application? If no, state the length of period the use ceased to exist, and explain why.
- 17.** If you are applying under Section 45(2)(a)(ii) of the *Planning Act*, to request to alter the Legal Non-Conforming use to another use, answer the following questions (as well as question 16 above):
- a) What is the proposed use?
  - b) Are any building extensions or enlargements proposed?
  - c) Describe why the proposed use is more compatible with the area than the existing use.
- 18.** If you are applying under Section 45(2)(b) of the *Planning Act*, describe the section of the By-law, and the basis of your request.



**Declaration**

I/we \_\_\_\_\_ of the \_\_\_\_\_  
(Print Name) (e.g. Town of Halton Hills)

in the \_\_\_\_\_  
(e.g. Region of Halton)

solemnly declare that all the statements in this application are true, and I/we 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*.

**Declared before me**

at the \_\_\_\_\_ in the \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_

Signature of:

Applicant  Agent

\_\_\_\_\_

Commissioner of Oaths



**Owner Authorization** (Required only if party other than owner is making this application.)

Note: It is required that persons signing this authorization on behalf of companies/corporations have the necessary authority to bind those corporation(s).

I/We \_\_\_\_\_

the owner(s) of the land being subject to this application to the Town of Halton Hills, do hereby authorize and appoint:

\_\_\_\_\_

as my/our agent to make this application on/our behalf, and to conduct all communications on my/our behalf.

Location of Land: \_\_\_\_\_

Signature: \_\_\_\_\_

Print name: \_\_\_\_\_

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

Signature: \_\_\_\_\_

Print name: \_\_\_\_\_

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



**Permission to Enter**

To: Secretary-Treasurer  
Committee of Adjustment

I hereby authorize the members of the Town of Halton Hills Committee of Adjustment, members of the staff of the Town of Halton Hills, and circulated agencies, to enter upon the subject lands and premises, for the limited purpose of evaluating the merits of this application.

This is their authority for doing so.

Location of Land: \_\_\_\_\_

\_\_\_\_\_  
Signature of:

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

\_\_\_\_\_  
Date

Applicant     Agent