

APPLICATION FOR MINOR VARIANCE

**TOWNSHIP OF LEEDS AND THE THOUSAND ISLANDS
PLANNING AND BUILDING DEPARTMENT
312 LYNTHURST ROAD, P.O. BOX 160
LYNDHURST, ONTARIO K0E 1N0
Telephone: 613-928-2423 Fax: 613-928-3116**

MINOR VARIANCE APPLICATION

UNDER SECTION 45 OF THE PLANNING ACT, R.S.O. 1990, c.P. 13

TO BE COMPLETED BY THE PLANNING DEPARTMENT:

Date Submitted: _____ Fee Received: _____
Date of Complete Application: _____ File No. _____

The undersigned hereby applies to the Committee of Adjustment for the Township of Leeds and the Thousand Islands under Section 45 of the Planning Act, 1990, as amended, for relief, as described in this application from Zoning By-law No. _____ (as amended).

1. Name of Applicant _____

Telephone No. _____ Fax No. _____

Address _____

2. Name of Agent, (if any) _____

Telephone No. _____ Fax No. _____

Address _____

3. Location and Legal Description of Subject Land:

Street and Civic Address: _____

Lot Number(s): _____ Registered Plan Number: _____

Part Number(s): _____ Reference Plan Number: _____

Township Lot: _____ Concession No. _____

Former Township _____

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4. The current Official Plan designation of the subject lands.

5. The current Zoning of the subject lands.

6. The nature and extent of relief applied for.

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

8. Dimensions of the subject land.

Frontage: _____

Depth: _____

Area: _____

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9. Access to the subject land is by and name:

Provincial Highway _____

County Road _____

Municipal Road _____

Private Right-of-Way _____

Water Only _____

10. If access to the subject land is by water only, the parking and docking facilities used or to be used and the approximate distance of these facilities from the subject land and the nearest public road.

11. Existing uses of the subject land: (indicate the length of time these uses have continued)

12. Existing Buildings (give a brief description for each building or structure indicating: the type of building or structure, the setback from the front lot line, rear lot line and side lot lines, the height in metres, the dimensions or floor area):

13. Proposed Use(s) of the subject land:

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14. Proposed Buildings (give a brief description for each building or structure indicating: the type of building or structure, the setback from the front lot line, rear lot line and side lot lines, the height in metres, the dimensions or floor area):

15. The date the subject land was acquired by the current owner.

16. The date the existing buildings or structures on the subject land were constructed.

17. The length of time that the existing uses of the subject land have continued.

18. What type of water supply is provided to the subject land?

Well: dug, drilled, or communal _____

Municipal piped water system _____

Lake or other water body _____

Other (specify) _____

19. What type of sewage disposal is provided to the subject land?

privately owned individual sanitary sewage system _____

privately owned communal sanitary sewage system _____

municipal sanitary sewage system _____

privy _____

Other (specify) _____

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20. Whether storm drainage is provided by sewers, ditches, swales or other means.

21. If known, whether the subject land is the subject of an application under the Planning Act for approval of a plan of subdivision or consent? (If yes, state file number and status of the application.

22. If known, whether the subject land has ever been the subject of an application under Section 45 of the Planning Act?

23. Please attach a sketch showing the following information:

- i) boundaries and dimensions of the subject land;
- ii) location, size and type of all existing and proposed buildings and structures, including distances from all lot lines;
- iii) approximate location of all natural and artificial features on or adjacent to the subject land that may affect the application (such as buildings, railways, roads, watercourses, drainage ditches, wetlands, wooded areas, wells, septic tanks and tile beds);
- iv) current uses of adjacent lands
- v) location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, public traveled road, private road or a right-of-way;
- vi) if access to the subject land is by water only, show the location of the parking and docking facilities which will be used;
- vii) the location and nature of any easement affecting the subject land.

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24. Authorizations:

- a) If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner stating that the agent 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 application for Minor Variance for the Township of Leeds and the Thousand Islands and I authorize _____ to make this application on my behalf.

Date: _____ Signature of Owner: _____

25. Declaration:

Dated at the _____ of _____ this _____ day of _____, 2010. I, _____ of the _____ of _____ in the _____ of _____ solemnly declare that:

All the statements contained in this application 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.

Declared before me at the _____ of _____ in the _____ of _____ this _____ day of _____, 2010.

A Commissioner, etc.

Signature of Applicant or Authorized Agent

It is required that one (1) copy of this application be filed with the Secretary-Treasurer of the Committee of Adjustment, together with the sketch referred to above, accompanied by a fee of \$1000.00 in cash or by cheque made payable to The Township of Leeds and the Thousand Islands.

Contact Information

Mailing Address

312 Lyndhurst Rd
PO Box 160
Lyndhurst, ON K0E 1N0

Phone

Tel: 1-613-928-2423
Tel: 1-800-313-6444

Fax

1-613-928-3116

E-mail:

lyndhurst@townshipleeds.on.ca

Planning and Building Department

Julie Salter-Keane
Director of Planning and
Development

Ashley Henderson
Chief Building Official

Amanda
Werner-Mackeler
Administrative Assistant

Ashley Watson
Administrative Assistant

Committee of Adjustment Members

Chairperson

Bruce Corbett

Members

Bruce Craig

Metje Mabee

Carol Wagner

Lorne Walker



Township of Leeds and the Thousand Islands Minor Variance Application Applicant Information

Application and Review Process:

1. Application is made to the Township's Planning Department (Applications can be downloaded from www.townshipleeds.on.ca or copies are available at the Municipal Offices). Staff will determine if the application is complete or requires more information.
2. Notice of your application is sent to all neighbours within 60 metres of your property at least 10 days prior to the public meeting.
3. Committee members and staff will complete a site inspection of your property.
4. Staff will review your application and make a recommendation to the Committee of Adjustment.
5. Committee of Adjustment will review your application at an open public meeting.
6. Committee of Adjustment will make a decision after the public meeting. The Committee can choose to approve, approve with conditions, deny, or defer approval of the application for more information.
7. Notice of the Decision will be sent to all those who attended the public meeting or provided a written request to be notified to the Secretary Treasurer of the Committee.
8. The Decision will be final 20 days following the Notice of Decision being sent if no appeals are received.
9. Appeal of the Decision can be made to the Ontario Municipal Board within 20 days of the Notice of Decision being sent.
10. The Chief Building Official may issue a building permit once all approvals are granted, pursuant to any conditions of approval. It is the responsibility of the applicant to also obtain all approvals from outside agencies. Final approval of the building permit will only be granted upon confirmation of these approvals.

Who Will Review the Minor Variance Application?

The Committee of Adjustment reviews and approves Minor Variance applications. The Committee is composed of five members appointed by council. The Committee meets once per month, generally on the third Tuesday of the month.

How Will the Meeting Be Run?

1. The Chair of the Committee will announce the application.
2. A staff member will provide an overview of the application as well as any staff recommendations.
3. The Chair will ask the applicant if he/she has anything to add to the staff presentation of the application.
4. The Chair will ask the audience if they have anything they wish to state regarding the application.
5. The Chair will ask other members of the Committee if they have any questions for staff or the applicant.
6. Generally a decision will be made at the end of the public meeting, but the Committee may defer the decision if additional information is required.

Criteria Used by the Committee to Review a Minor Variance application:

The following criteria were developed by the Ontario Municipal Board and are used by municipalities throughout Ontario to review Minor Variance applications:

1. Is the application in conformity with the general intent of the Township's Official Plan?
2. Is the application in conformity with the general intent of the Township's Zoning By-law?
3. Does the application represent a reasonable use of the property?
4. Does the application represent the minimum relief required from the By-law?

How Will Staff Review Your Application?

The Planner will review your application and provide a recommendation to the Committee. The Committee is not obliged to follow this recommendation but will consider the recommendation along with all other information presented by the applicant, members of the public, as well as their own knowledge of the site.

Staff review includes:

- Visiting the site since each site is unique. Unique aspects of the site such as topography, environmental features, neighbouring buildings, other buildings on the site, location of hydro corridors, location of septic system, etc will be looked at.
- Review of the application to determine conformity with the Zoning By-law and the Official Plan.
- Comparing the application to other similar applications reviewed by the Township.
- Reviewing information received from outside agencies, mainly the Conservation Authorities and the Leeds, Grenville and Lanark District Health Unit.

How Can You Alter Your Project To Receive A Positive Recommendation?

1. Design your project to only be as large as you absolutely need.
2. Reduce the variance you are asking for to the least amount of relief necessary.
3. For waterfront applications:
 - i. Position the new building or addition as far from the water as the size of the lot will allow.
 - ii. Consider removing small sheds, decks, or other structures that may already be located within the 30 metre setback to offset the impact of the new construction.
 - iii. Always attempt to ensure that the septic system is located outside of the 30 metres setback if your site will only allow either a dwelling or septic system to fit into that area. Septic systems are generally a higher priority to locate 30 metres from the water.
 - iv. For small lots, consider building a second floor instead of a larger one floor building footprint as this will usually allow greater setbacks from the water and side lot lines. It also reduces the overall environmental impact to the site and the water.
 - v. Limit the size of decks. Decks can have as significant an impact on water quality as buildings and should be limited in size if possible.
 - vi. Consider upgrading your existing septic system in order to show a net environmental gain on your property.

Other Suggestions:

1. Always meet with the Planner prior to applying. Staff can identify any issues and give you guidance on how you should proceed.
2. Keep in contact with the Planner working on your application and provide any information requested in a timely manner.
3. It is highly recommended that you attend the meeting to answer questions from the Committee.

Application Fees

All fees must be submitted at the time of the application being submitted in order for the application to be considered complete. The fee for a Minor Variance is \$1000.00. All applications are sent to the Leeds, Grenville and Lanark District Health Unit for review. The fee for their review is \$173.25. For applications adjacent to a waterbody or a significant environmental feature, review by the Cataraqui Region Conservation Authority is required. The fee for their review is \$250 and must be submitted with a separate cheque at the time of application.

Other Frequently Asked Questions

1. *How can I find out if my application will be approved before I make an application?*
The Committee of Adjustment is the only body that can give an approval. Staff are available to review the application prior to the submission of an application. Staff will provide as much guidance as possible based on their knowledge of the Township's planning documents, the history of Committee decisions on similar applications, and the circumstances of the individual property. Applicants should be advised that while staff have a good understanding of the Township's regulations and policies and how the Committee has reviewed similar applications in the past, it is not always possible or advisable for staff to be absolutely confident of how successful an application will ultimately be.
2. *When do I need to have my application in to get on an agenda?*
Applications must be submitted by the last day of the month preceding the next meeting.
3. *What is my recourse if the application is denied or I am dissatisfied with the conditions of approval?*
An appeal to the Ontario Municipal Board within 20 days of the decision is your recourse. Contact staff to find out more about how to make an appeal or visit the Ontario Municipal Board's website at www.omb.gov.on.ca.
4. *How is the fee determined?*
Council sets the fee schedule each year. The fee is set based upon a calculation of staff time, mileage to travel to the site, Committee member stipends, file storage costs, notices sent to adjacent property owners, and general administration of the process.
5. *How long is my variance good for?*
The variance does not expire. It will also run with the property if it is sold.
6. *Can someone else besides the owner apply for a variance?*
Yes, as long as the owner signs the application, anyone can act as the agent with the approval of the owner.
7. *Who has the right to appeal a variance decision to the Ontario Municipal Board?*
In addition to the applicant, only those people who speak at the public meeting or provide a written request to the Secretary Treasurer of the Committee to be notified can appeal. The Conservation Authority, who comments on all waterfront related applications, also has the right to appeal the decision.

8. *If a neighbour speaks against my application at the meeting will it automatically be denied?*

No, the Committee in reaching its decision will consider input from the applicant, members of the public, staff, and their own knowledge of the Site and the area. It is encouraged however for applicants to speak to their neighbours about their project beforehand to avoid issues and concerns arising during the public meeting.

9. *Will there be conditions placed upon my variance approval?*

It is common for multiple conditions to be placed on an approval, depending upon the individual circumstances. Common conditions include replanting of native trees and shrubs along the shoreline, the movement of hydro lines (which should be coordinated with Hydro One), reduction of the building footprint to fit the site, and the upgrading of an existing septic system to meet the current Ontario Building Code.

10. *Where can I find the regulations and restrictions for my property?*

The Township Zoning Bylaw is the most important document and regulates all land use in the Township. It can be viewed at www.townshipleeds.on.ca. The Township Official Plan may also be used during the review of a Minor Variance application. It can be viewed at www.townshipleeds.on.ca.

11. *Will a Planner visit my property prior to an application being submitted to assess the possibilities of having a Minor Variance approved?*

The Planner strives to provide such a service dependent upon other workload priorities. Staff would prefer that potential applicants understand how staff and the Committee may review an application and this is best done through a site visit prior to an application being submitted. Please be reminded though that while staff have a good understanding of the Township's regulations and policies and how the Committee has reviewed similar applications in the past, it is not always possible or advisable for staff to be absolutely confident of how successful an application will ultimately be. A site visit will be done upon submission of the application in any case.

Common Misconceptions:

1. All the other properties in my neighbourhood are built this way so I should be able to build in this location as well. Township zoning By-laws are often changed to reflect new Provincial regulations or to reflect different views on how the Township should be developed. Other properties may have been approved under different By-laws using different planning policies.
2. No one will be able to even see my building and it won't affect any of my neighbours. The Township receives nearly 50 variance applications per year, which does not include the hundreds of other inquiries that do not become official applications. The Committee is committed to being consistent in its decisions and interpretations of its By-laws. All properties are reviewed using the same criteria.

MINOR VARIANCE CHECKLIST

- Completed Application Form
- Sketch to Scale to Include:
 - Title, location, name of owner, north arrow, and scale
 - Accurate plan of the entire property drawn to scale, with all lot dimensions
 - Location and size of existing buildings and structures, including setbacks and yard distances
 - Location and size of proposed buildings and structures, including setbacks and yard distances
 - Location of existing or proposed septic system and well
 - Location of entrance driveway and existing rights of way/easements
 - Location of proposed landscaping and significantly treed areas
 - Existing and proposed drainage patterns (discuss with Planner)
 - Uses of adjoining properties
 - Locations of all natural and artificial features such as roads, wetlands, and watercourses
- Township of Leeds and the Thousand Islands Application Fee of \$1000.00
- Conservation Authority Fee of \$250, separate cheque filed with the township when the minor variance application is filed.
- Health Unit Fee of \$173.25 (G.S.T. included), mailed directly to:

Leeds, Grenville and Lanark Health Unit
458 Laurier Blvd
Brockville, ON K6V 7A3

*Please reference your minor variance application number which can be obtained when your application is submitted at the Township.
- Property to be clearly staked, showing the location of the proposed construction
- Plan of Survey (may be waived)
- Copy of Property Deed
- Copy of Septic Permit
- Landscape Plan (may be combined with Sketch)
- Floor Plans and Building Elevations (discuss with Planner to determine if necessary)

Additional Information — Please List Below

NOTE: Full size drawings may be submitted but in all cases the drawings must be submitted 1 1x17 or smaller for copying purposes and one copy no larger than 8.5x14 to be attached to the decision.

**Cataraqui Region Conservation Authority - Ontario Regulation 148/06
Development, Interference with Wetlands and Alterations to Shorelines and Watercourses**

Application Instructions

A completed application includes:

1. A filled in application form (blank form attached).
2. Four copies of drawings, as outlined below, submitted on 11" x 17" paper or smaller. Exception to the paper size requirement may be made if a small version makes it difficult to read text.
3. Payment of the appropriate fee (see attached fee schedule).
4. A letter of permission from the owner must be included, if applicant is different from the landowner.

DRAWINGS: All applications must include a scaled plan view (top view) and at least one scaled cross-sectional (side view) drawing of the proposed work indicating the following, either as part of the illustration or as notes:

- ◆ name of applicant and property location (i.e. municipal street address, lot, concession, municipality)
- ◆ scale and directional arrow
- ◆ location of the property in relation to surrounding buildings, roads, fences, hydro poles and other physical features
- ◆ dimensions of the property, any required setbacks or conditions pertinent to the work (e.g. Zoning By-law, subdivision agreements) and the proposed work area
- ◆ location and dimensions of all existing or proposed structures, grading, filling, excavating, pipes, stockpiling, on the subject property, and the distance to any waterbody(s) (i.e. wetlands, streams, lakes), valleys and steep slopes, beaches, wood lots, on or adjacent to the property
- ◆ proposed sediment and/or erosion control type(s) and locations
- ◆ restoration plan (seeding, planting/stabilization)
- ◆ construction equipment and access routes to be used
- ◆ location of the cross section(s)

Specific application types require the following **in addition** to all of the above details:

Application Type	Plan View Drawing	Cross-sectional Drawing
Development (including grading)	<ul style="list-style-type: none"> • location and extent (footprint) of existing and/or proposed buildings, structures and sewage treatment system • location and elevations (floodplain only) of regulatory hazard limits (i.e. floodplain, erosion, dynamic beach) • proposed limits of grading/filling • existing and proposed drainage patterns 	<ul style="list-style-type: none"> • proposed use of each floor in the structure(s) • elevation of all exterior openings (e.g. door, windows, vents) on the first floor and lower • existing and proposed grade and elevations of the land
Interference with Wetlands	<ul style="list-style-type: none"> • location, extent and dimensions of the area to be altered • drainage patterns (existing and proposed) • volume of fill, if applicable • existing and proposed drainage patterns 	<ul style="list-style-type: none"> • existing and proposed grade and elevations of the land
Alterations to Shorelines and Watercourses	<ul style="list-style-type: none"> • location and dimensions of all proposed alterations to the waterbody, including excavation, fill, retaining structures, • gradient (both existing and proposed for watercourses) of the land along the entire length of the proposed alteration • mitigation measures to maintain flows and to protect the ecology of the surrounding area 	<ul style="list-style-type: none"> • depth and width of the existing watercourse and of the proposed alterations/pond/wetland • existing and proposed slope of the channel banks/shore • any proposed structure/material along the banks (e.g. fill, retaining wall) • location and extent of the proposed structural method of holding the fill in place (e.g. gabions, rip rap, retaining wall) • type of fill to be used • current and proposed gradient of the watercourse

Notes

All fill must be clean material.

All elevations to be referenced to geodetic datum (above sea level).

Calculations and notes from a qualified Engineer or a licensed Surveyor may be requested by the CRCA to support applications, as deemed warranted.

All matters including, but not limited to grading, drainage, property boundaries and ownership, compliance with municipal by-laws and regulations remain the responsibility of the applicant and the Cataraqui Region Conservation Authority (CRCA) assumes no liability.



CATARAQUI REGION CONSERVATION AUTHORITY

1641 Perth Road, P.O. Box 160 Glenburnie, Ontario K0H 1S0

Phone: (613) 546-4228 Fax: (613) 547-6474

E-mail: crca@cataraquiregion.on.ca Website: www.cataraquiregion.on.ca

Ontario Regulation 148/06 - Development, Interference with Wetlands & Alterations to Shorelines and Watercourses – Fee Schedule (Effective: May 1, 2008)

Category	Fee	Application Type
Group 1	\$120	<ul style="list-style-type: none"> Minor authorizations¹ Written property inquiry, permit requirement screening or project advice² letter that does not require a site inspection or meeting
Group 2	\$250	<ul style="list-style-type: none"> Buildings⁴, additions, reconstruction, basements less than or equal to 20 square metres (sq. m.) Fill³ less than or equal to 100 cubic metres Natural erosion control⁵ greater than 10 metres and less than or equal to 50 metres Seasonal dock greater than 15 sq. m. in surface decking, and permanent, fixed or floating docks less than 45 sq. m. in surface decking Agricultural channel clean-outs and multiple agricultural tile outlets Channel⁷ or shoreline alterations⁸ less than or equal to 20 m in length Written property inquiry or project advice letter that includes a site inspection, a site meeting or a flood plain survey
Group 3	\$385	<ul style="list-style-type: none"> Buildings⁴, additions, reconstruction, basements greater than 20 sq. m. and less than or equal to 93 sq. m. Fill³ greater than 100 cubic metres and less than or equal to 500 cubic metres Grading greater than 0.01 hectares (ha) and less than or equal to 0.5 ha Channel⁷ or shoreline alterations⁸ greater than 20 m and less than or equal to 100 m in length Infrastructure⁹ maintenance⁶ Permanent, fixed or floating docks greater than 45 sq. m. surface decking Natural erosion control⁵ greater than 50 m Hard erosion control less than or equal to 20 m Dredging less than or equal to 20 sq. m. in area
Group 4	\$685	<ul style="list-style-type: none"> Buildings⁴, additions, reconstruction, basements greater than 93 sq. m. and less than or equal to 464 sq. m. Boathouse construction and reconstruction (80 sq. m. maximum) Fill³ greater than 500 cubic metres and less than or equal to 1,000 cubic metres Grading greater than 0.5 ha and less than or equal to 1.0 ha New infrastructure⁹, and bridge reconstruction Channel⁷ or shoreline alterations⁸ greater than 100 m and less than or equal to 200 m in length Hard erosion control greater than 20 m and less than or equal to 200 m Dredging greater than 20 sq. m. in area
Group 5	\$1370	<ul style="list-style-type: none"> Buildings⁴, additions, reconstruction, basements greater than 464 sq. m. Multiple residential subdivision (maximum 10 lots grouped together) Fill³ greater than 1,000 cubic metres Grading greater than 1.0 ha Infrastructure⁹ (bridge construction, culverts greater than 25 m span, stormwater management pond/cell, water utility crossings) Channel⁷ or shoreline alterations⁸, including hard erosion control greater than 200 m

Notes

- The permit fee will be reduced by 50% for applications made within one year of a directly related planning application.
- Applications that are amended or resubmitted after approval are subject to a 50% surcharge.
- Where appropriate, processing also includes review for fish habitat concerns under Section 35 of the *Fisheries Act*.
- Technical report review is included in the permit application fee.
- Permits are valid up to a maximum of two years from the date of issuance.
- Retroactive permit application fees for infractions will be twice those noted above.
- Applications heard by the board will be subject to a 50% surcharge.
- A permit from the CRCA does not relieve the applicant from compliance with any other applicable federal, provincial or municipal statutes, regulations or by-laws.

¹ *Minor authorizations* include fill less than or equal to 4 cubic metres, *natural erosion control*⁵ measures less than or equal to 10 metres in length, seasonal docks (floating, aluminum post) less than 15 m² surface decking, grading less than or equal to 0.01 ha, single agricultural tile drain outlets, or other works that, in the opinion of CRCA staff, do not necessitate the issuance of a permit.

² *Project advice* may relate to the regulation, erosion, habitat, drainage, docks and construction.

³ *Fill* means the placement or removal of any material that alters the contour of the ground.

⁴ *Building* means a structure consisting of a wall, roof and floor or any of them, or a structural system serving the function thereof including all plumbing, works, fixtures and service systems or a sewage system.

⁵ *Natural erosion control* means measures to control erosion using live plants, natural or native rock.

⁶ *Maintenance* means the repair of a structure involving no change in the size, shape or location of the structure.

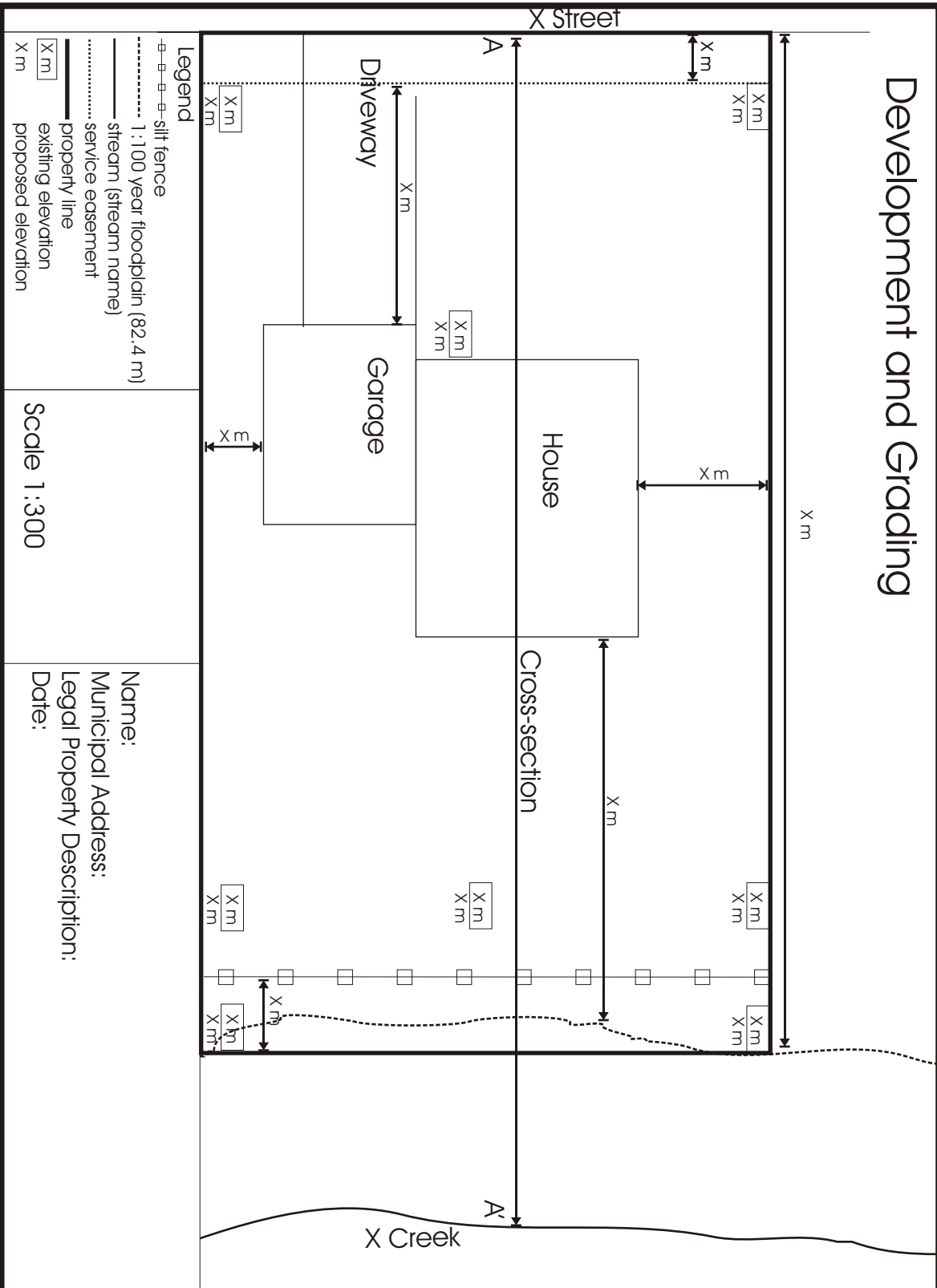
⁷ *Channel alterations* include channel diversions, or re-alignment.

⁸ *Shoreline alterations* include boat ramps, shoreline erosion protection, and solid structures on the bed of a waterbody.

⁹ *Infrastructure* includes bridges, culverts, pipelines, and utilities (i.e. cables, poles and pipes).

Plan View Drawing Example

Development and Grading



Example Drawing Notes

- 1) Light duty woven silt fence
- 2) A continuous silt fence will be installed 5 metres from the rear property line (i.e. outside the floodplain) before site disturbance.
- 3) Such fence will be maintained until vegetation has been reestablished on all bare soil areas created during construction.
- 4) Once vegetation has been reestablished the silt fence will be removed and any material built up behind the fence placed in a suitable upland location.
- 5) The lot will be vegetated by September 30 of this year.
- 6) No fill will be placed or graded in the floodplain.

CATARAQUI REGION CONSERVATION AUTHORITY
APPLICATION FORM
For Development, Interference with Wetlands and Alterations to
Shorelines and Watercourses Regulation 148/06

For CRCA use only
Appendix A to File Number

Date Received

Fee Paid
\$ _____

Note: Applications will not be processed if incomplete. Please review the instruction sheet provided with this form. We require:

1. A completed application form.
2. Four copies of all plans, specifications, notes and reports.
3. Payment of the processing fee.
4. A written authorization form from the property owner, if the applicant is not the owner of the property.

Location of the Property

Lot(s) _____ Concession(s) _____ Municipality _____
 Ward / Former Twp. _____ Registered Plan _____ Lot No. _____
 Municipal Street Address _____
 Assessment Roll Number _____ Waterbody _____
 Directions to Property _____

Mailing Information

Name of Owner _____ Mailing Address _____
 City/Town _____ Postal Code _____
 Telephone Number: Home _____ Business _____
 Fax Number _____ E-mail Address _____

Name, Address and Telephone Number of Applicant (if different from above)

Application is hereby made to (check all that apply):

- | | | |
|--|---|---|
| <input type="checkbox"/> place fill
<input type="checkbox"/> remove fill
<input type="checkbox"/> grade fill

<input type="checkbox"/> construct a pond/reservoir
<input type="checkbox"/> stormwater
<input type="checkbox"/> other

<input type="checkbox"/> construct a dam or dyke | <input type="checkbox"/> erect/place a new building/structure

<input type="checkbox"/> alter an existing structure
<input type="checkbox"/> addition
<input type="checkbox"/> renovation
<input type="checkbox"/> alter a shoreline or place shore protection
<input type="checkbox"/> bioengineering
<input type="checkbox"/> revetment/sloped bank
<input type="checkbox"/> retaining wall
<input type="checkbox"/> boat launch, ramp or dock

<input type="checkbox"/> alter an existing watercourse
<input type="checkbox"/> channelization or realignment
<input type="checkbox"/> utility crossing
<input type="checkbox"/> road/lane crossing | <input type="checkbox"/> dewater a site

<input type="checkbox"/> maintain infrastructure
<input type="checkbox"/> clean out
<input type="checkbox"/> replacement
<input type="checkbox"/> other (please specify)

<input type="checkbox"/> interfere with an existing wetland |
|--|---|---|

Purpose of proposed work _____

Approximate Dimensions of Proposed Work

fill volume (cubic m.) _____ building size (sq. m.) _____ area of project (sq. m.) _____
 shoreline length (m.) _____ bank height (m.) _____ channel length (m.) _____
 channel width (m.) _____ length of crossing (m.) _____

Timing of Proposed Work

Start date: month _____ year _____ Completion date: month _____ year _____

Property Details

Existing use of the property _____
 Proposed use (if different from above) _____
 Concurrent Planning Act application(s)? (specify) _____

I declare that the above information is correct to the best of my knowledge.

Dated at _____ this _____ day of _____, 20_____.

 Signature of Owner Signature of Applicant (if different)

Any false information or misleading statements made on this application will render any permission granted by the Cataraqui Region Conservation Authority null and void.



Amount of Fee Pd: _____	Cheque # _____
Receipt No.: _____	Date: _____

FILE NO: _____

APPLICATION FOR A SEWAGE SYSTEM MAINTENANCE INSPECTION

To Be Completed By Applicant

Page 1

Property Information

Building number, street name			Lot Number	Concession
Municipality	Ward	Postal code	Plan number	Sublot number
Roll #				

Applicant Applicant is: Owner or Authorized Agent of Owner

Last Name	First Name	Corporation or Partnership		
Telephone Number ()	Fax Number ()	Mailing Address		
E-mail Address	Cell Number ()		Postal Code	

Property Owner (if different from applicant)

Last name	First name	Corporation or partnership		
Telephone number ()	Fax Number ()	Mailing Address		
E-mail Address	Cell Number ()		Postal Code	

Purpose of Application

<input type="checkbox"/> Minor Variance <input type="checkbox"/> Zoning By-law Amendment <input type="checkbox"/> Building Renovation <input type="checkbox"/> Sewage System Reinspection <input type="checkbox"/> Real Estate/Property Sale				
Proposed use of building		Current use of building		
Description of proposed work				

Type of Sewage System

A) Privy: <input type="checkbox"/> Earth Pit <input type="checkbox"/> Vault <input type="checkbox"/> Pail <input type="checkbox"/> Other _____	B) Grey Water (Leaching) Pit <input type="checkbox"/>	C) Septic Tank System <input type="checkbox"/>	D) Holding Tank <input type="checkbox"/>	E) Other <input type="checkbox"/>
Sewage System Permit Number (if known) _____				

Declaration of Applicant

I _____ certify that:

(print name)

1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.
2. I have authority to bind the corporation or partnership (if applicable).

Date
Signature of applicant

APPLICATION FOR A SEWAGE SYSTEM MAINTENANCE INSPECTION

File No: _____

SITE PLAN

Provide the following information:

- a) Location of sewage system components (eg. tanks, leaching bed). Locate and show horizontal distances from system to adjacent existing or proposed buildings, water supplies (including neighbours), existing on-site sewage systems, driveways, property lines, lakes, rivers, water courses, swimming pools.
- b) Lot dimensions, topographic features (e.g. swamps, steep slopes) near system.

Directions to Your Lot: