



## **Committee of Adjustment Information for Applications for Minor Variance**

### **A Natural Attraction**

The City of Quinte West Committee of Adjustment is appointed by Council and is responsible for granting Minor Variances. The Committee consists of (1) one Member of Council and (4) four Members of the Public.

**The Committee is quasi-judicial (Committee meetings are conducted similar to a court proceeding). Therefore, the Members must hear all information at the public hearing without prejudice and must not discuss applications prior to the meeting with applicants, neighbouring property owners, or each other.**

### **PRE-APPLICATION**

Applicants are required to discuss any proposal with the Committee of Adjustment Coordinator prior to submitting an application in order to determine if the proposal conforms to Provincial & Municipal policies and regulations.

Please be aware that pre-consultations are used as a screening measure and are based on policies that are in effect at the time of submission. Policies are subject to change over time and could affect the outcome of an application at a later date. Further review from City staff and appropriate agencies during circulation may also impact an application.

Application for minor variance is made by submitting the required application form, fully completed, together with the required fees and an acceptable sketch of the property prepared by an Ontario Land Surveyor (OLS). The sketch must be to scale, in metric, and include all of the information required. Please note that any application not accompanied by an acceptable sketch will be deemed to be incomplete and will not be processed. Only one copy of the application and sketch is required. The sketch must be supplied on a letter-sized sheet of paper. Any other size of sketch will not be accepted. All measurements must be calculated in accordance with the definitions in the Zoning By-law. The sketch must include the following:

- The boundaries and dimensions of the subject land.
- The location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings or structures from the front yard lot line, rear yard lot line and the side yard lot lines.
- The approximate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application. Examples include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks.
- The current uses on land that is adjacent to the subject land.

- 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 docking facilities to be used.
- The location and nature of any easement affecting the subject land.

## **2024 Fees**

The current fee for an application for Minor Variance is \$1,039. The current fee for an application for Minor Variance on waterfront properties or those with environmental features is \$1,181. Make cheques payable to the "City of Quinte West"

In some circumstances, the Building Division may also require an on-site septic review fee of \$406. The Committee of Adjustment Coordinator will determine whether these fees will apply to your application.

If you have any questions, please contact:

Anne-Marie Cunningham, AMCT, ACST  
Committee of Adjustment Coordinator  
City of Quinte West  
PO Box 490  
Trenton, Ontario  
K8V 5R6

[annec@quintewest.ca](mailto:annec@quintewest.ca)

(613) 392-2841 - Extension 4462



A Natural Attraction

## APPLICATION FOR MINOR VARIANCE

### Application

This application for approval under Section 45 of the Planning Act must be **fully completed** to the satisfaction of the City of Quinte West before the formal processing of the application will begin. The personal information on this form is collected under the Planning Act, R.S.O. 1990, as amended. The information is used for the purpose of processing the application. If you have any questions about the collection of personal information, please contact the City Clerk, City of Quinte West, at 613-392-2841.

Under Section 45(1) ☐

Under Section 45(2) ☐

### PROPERTY OWNER

Name	Telephone #
Full Mailing Address (Including Postal Code)	E-mail Address

### AGENT (If Applicable - Authorized Agent Form Required)

Name	Telephone #
Full Mailing Address (Including Postal Code)	E-Mail Address

### PROPERTY INFORMATION

Legal Description (ie. Lot/Con)	
Assessment Roll #	
Civic Address (911 Address - <b>If no number is assigned, please indicate the closest number and location</b> )	
Ward    Trenton <input type="checkbox"/> Sidney <input type="checkbox"/> Murray <input type="checkbox"/> Frankford <input type="checkbox"/>	
Easements or Restrictive Covenants Affecting Property (ie. Hydro/Bell etc.)	
Existing Water Supply	Proposed Water Supply
Existing Sewage Disposal	Proposed Sewage Disposal

**PLANNING INFORMATION**

Official Plan Designation
Zoning
Does this application conform to the Provincial Policy Statement (PPS)?

**NATURE OF APPLICATION**

Nature and extent of relief from Zoning By-law
Why is it not possible to comply with the provisions of the Zoning By-Law?

**USE OF PROPERTY**

	Existing	Proposed
Use of Property (ie. agricultural, residential, commercial)		
Buildings or Structures on Property		

**OWNERSHIP AND CONTINUED USE OF PROPERTY**

Date subject land was acquired by the current owner
Date existing buildings or structures on the subject land were constructed

**ADJACENT LAND USES**

Existing uses of adjoining properties
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**RELATED APPLICATIONS**

Previous Minor Variance applications
Related planning applications

## SOURCE WATER PROTECTION INFORMATION

Is the subject property located within a Vulnerable Area as identified by the Trent Source Protection Plan? Yes ☐ No ☐

If Yes, please complete the following:

Note: Part IV of the Clean Water Act requires the applicant to obtain a "Section 59 Notice to Proceed" from a Risk Management Official before an application for an approval under the Planning Act or a building permit can proceed.

Please identify the Vulnerable Area in which the subject property is located:

- ☐ Trenton municipal surface water system Intake Protection Zone
- ☐ Frankford municipal surface water system Intake Protection Zone
- ☐ Bayside municipal surface water system Intake Protection Zone
- ☐ Stirling municipal well system Wellhead Protection Area

Check all activities that may be associated with the proposal.

- ☐ Fuel Handling and Storage (eg. home heating oil, fuel retail outlets, farm fuel)
- ☐ Chemical Handling and Storage (eg. paints, degreasers, solvents, cleaning agents)
- ☐ Agricultural Activities (eg. fertilizer use, pesticide use, storage or application of manure, grazing or pasturing of animals)
- ☐ Stormwater Management (eg. drainage ditches, swales, retention ponds, drainage tiles, piped systems, water treatment, vehicle washing)
- ☐ Sewage Systems new or enlarged (eg. septic systems, holding tanks, communal sewage systems)
- ☐ Application, Handling and Storage of Road Salt
- ☐ Snow Storage
- ☐ Waste Disposal (eg. Industrial/commercial waste, waste from septic/holding tanks)
- ☐ Creation of a Transport Pathway (eg. building foundation, basement, a well, a culvert, underground water or sewer systems, geothermal system, tile drains)

Note: Section 27(3), Ontario Regulation 287/07 requires the municipality to notify the Source Protection Authority and Source Protection Committee when a new transport pathway may be created.

Describe any proposed activities that would be considered a drinking water threat as defined by the Clean Water Act, 2006.

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**RELEVANT FEATURES (Please Check Those That Apply)**

<b>Feature</b>	<b>On Property</b>	<b>Within 1000 Metres of Property</b>
Landfill (Active or Closed)	<input type="checkbox"/>	<input type="checkbox"/>
Hydro Easement	<input type="checkbox"/>	<input type="checkbox"/>
Agricultural Barn	<input type="checkbox"/>	<input type="checkbox"/>
Sewage Treatment Plant	<input type="checkbox"/>	<input type="checkbox"/>
Airport	<input type="checkbox"/>	<input type="checkbox"/>
Flood Plain	<input type="checkbox"/>	<input type="checkbox"/>
Aggregate Extraction Operation	<input type="checkbox"/>	<input type="checkbox"/>
Noxious Industrial Use	<input type="checkbox"/>	<input type="checkbox"/>
Provincial Park	<input type="checkbox"/>	<input type="checkbox"/>
Rail Line Right-of-way	<input type="checkbox"/>	<input type="checkbox"/>
Natural Gas/Oil Pipeline	<input type="checkbox"/>	<input type="checkbox"/>

**Please check if none apply** ☐

**Additional Notes or Documents attached**

## COST ACKNOWLEDGEMENT AGREEMENT

In consideration of the City of Quinte West receiving this application;

The Owner represents that he/she is/are the registered owner(s) of the lands described in this application and;

The Owner recognizes that there may be a number of legal, planning, engineering, and environmental issues to be investigated and resolved, which may necessitate time and effort on the part of both the Owner and the City; and

The Owner, in consideration of the associated professional services, hereby agrees as follows:

1. In this agreement, "expense" means all professional services and/or consultant's fees and disbursements.
2. The City agrees to review the application and, if necessary, retain such additional legal, planning, engineering and environmental consultants as are necessary to properly evaluate the application.
3. The Owner shall submit with the application the required municipal administration fee, which does not account for additional costs of associated professional services.
4. The Owner agrees to be responsible for and agrees to reimburse the City for all expenses the City may incur in respect of the application.
5. As expenses are incurred by the City, the City shall pay the invoice(s) and submit an invoice to the Owner of the disbursements, at which time the invoice(s) is to be paid within 30 days.
6. In the event that the invoice(s) remains outstanding for more than 30 days, the City may halt all work in respect of the application until all arrears are satisfied.
7. The Owner may withdraw this application at any time, however, shall be responsible for the costs incurred up to the date that the City of Quinte West received written notice of withdrawal of the application.
8. This agreement shall not be construed as acceptance or approval by the City of the application.

Declared before me at \_\_\_\_\_ this \_\_\_\_\_  
Location Day  
day of \_\_\_\_\_.  
Month/Year

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

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

\_\_\_\_\_  
Signature of Commissioner etc.,

Please note that this form must be signed by **ALL** registered owners of the property or their authorized agent.

## PERMISSION TO ENTER PROPERTY

I/We, \_\_\_\_\_, am/are the owner(s) of the land

Name(s)

that is the subject of this application for consent and give permission to City of Quinte West Staff and Committee of Adjustment Members to enter onto the subject lands for the purpose of inspecting the lands to evaluate the merits of the application.

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

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

Declared before me at \_\_\_\_\_ this \_\_\_\_\_  
Location Day

day of \_\_\_\_\_.  
Month/Year

\_\_\_\_\_  
Signature of Commissioner etc.,

Please note that this form must be signed by **ALL** registered owners of the property.



## APPOINTMENT OF AUTHORIZED AGENT

***Please note that once you appoint an agent to act on your behalf, all correspondence, etc. related to the application will be sent to the agent. Appointing an agent is optional and only necessary if you wish to have someone else act on your behalf for the application.***

I/We \_\_\_\_\_ of the \_\_\_\_\_  
Name(s) Location  
hereby appoint \_\_\_\_\_ to act as agent on my/our  
Name  
behalf regarding \_\_\_\_\_.  
Property

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

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

Declared before me at \_\_\_\_\_ this \_\_\_\_\_  
Location Day  
day of \_\_\_\_\_.  
Month/Year

\_\_\_\_\_  
Signature of Commissioner etc.,

Please note that this form must be signed by **ALL** registered owners of the property.

## DECLARATION OF APPLICANT OR AUTHORIZED AGENT

I/We \_\_\_\_\_ of the \_\_\_\_\_  
Name(s) Location  
solemnly declare that all 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.

I/We further declare that the notification sign posted on the property by City Staff will be  
monitored and I/We will notify City Staff immediately if for any reason the sign needs to  
be reposted.

\_\_\_\_\_  
Signature of Owner **OR** Agent

\_\_\_\_\_  
Signature of Owner **OR** Agent

Declared before me at \_\_\_\_\_ this \_\_\_\_\_  
Location Day  
day of \_\_\_\_\_.  
Month/Year

\_\_\_\_\_  
Signature of Commissioner etc.,

Please note that this form must be signed by **ALL** registered owners of the property or  
their authorized agent.

**FOR OFFICE USE ONLY**

**FEES SUBMITTED**

	Amount	Initial Received
Application		
On-site Septic Review fee		

**APPLICATION RECEIVED AS COMPLETE**

Date	Initials
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Meeting Date
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**COPIES SUPPLIED FOR COMMENTS**

<input type="checkbox"/> Building Division
<input type="checkbox"/> Public Works Department
<input type="checkbox"/> Lower Trent Conservation
<input type="checkbox"/> Quinte Conservation

Date Circulated For Comments
Comments Requested By