

MINOR VARIANCE SUPPORTING INFORMATION FORM

MORTGAGE, HOLDERS OF CHARGES OR OTHER ENCUMBRANCES

Institution/Company: _____
 Contact/Reference: _____
 Address: _____
 Telephone: _____ e-mail: _____

CONDOMINIUM MANAGEMENT OFFICE INFORMATION

Condominium Corporation Name: _____
 Condominium Office Address: _____
 Telephone: _____ e-mail: _____

This application is being made under the following sections of the Planning Act, R.S.O. 1990, c. P.13, as amended (please select all that applies):

- ☐ **Section 45(1) - Minor Variance**
 Changes to a by-law standard or use (e.g. setbacks, frontage, height, depth)
- ☐ **Section 45(2)(a) - Permission**
 Extensions, enlargements or changes to legal non-conforming uses
- ☐ **Section 45(2)(b) - Permission**
 Interpretation of general terms under the zoning by-law

1. Please confirm if a Zoning Preliminary Review (ZPR), Housing Permit (HP), Non-Housing Permit (NH) or Site Plan Control Application (SPC) application was made:

☐ Yes - Provide File Number: _____ Report Generated Date: _____

If yes, have changes to the plan been made since receiving Zoning comments or a Changemarks Report from a ZPR, HP, NH or SPC? ☐ Yes ☐ No

Note: If a ZPR was not completed, or Zoning comments or a Changemarks report has not been received, any additional variances identified during the building permit process will require a new application to the Committee of Adjustment.

If no was selected, or if variances are being revised, describe the nature and extent of relief applied for:

Instructions: for each variance requested, please provide the following:

1. By-law Number
2. The applicable section of the Zoning By-law for which relief is being sought
3. What is the proposed variance
4. What is required by the Zoning By-law

Ex. By-law 28-97, Section 3.0: to permit a minimum of 2 parking spaces, whereas the By-law requires a minimum of 3 parking spaces.

a) By-law _____, Section _____:
 To permit _____, whereas the By-law _____.

b) By-law _____, Section _____:
 To permit _____, whereas the By-law _____.

c) By-law _____, Section _____:
 To permit _____, whereas the By-law _____.

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2. Why is it not possible to comply with the provisions of the by-law?

3. Provide the date of the acquisition of the property: _____

4. Provide the date of the construction of all buildings/structures: _____

5. What is the existing use of the property? _____

6. What is the proposed use of the property? _____

7. Provide the length of time the existing uses of the property have continued: _____

8. Provide the existing uses of the abutting properties: _____

9. Dimensions of the property affected:

Property Dimensions	Metric	Imperial
Frontage:		
Depth:		
Area:		

10. If not shown on submitted plans, describe the particulars (metric) of all buildings and/or structures on the existing and the proposed for the subject property:

Building/Structure Particulars	Existing	Proposed
Building (list all structures):		
Ground Floor Area (including Garage)		
Second Floor Area:		
Basement or Cellar Floor Area:		
Total Gross Floor Area:		
Height:		
Width:		
Length:		
Number of Storeys:		
Please identify side yard setback by minimum distance of the lot lines and which geographical direction (i.e., east, west, etc.)	Existing	Proposed
Front yard Setback:		
Rear yard Setback		
Side yard Setback:		
Side yard Setback:		

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11. Check the appropriate box respecting the availability of Municipal Services and access to the property:

Source of Water/Sewer:	YES	NO
Municipal Water		
Sanitary Sewers		
Storm Sewers		
Well		

Source of Access:	YES	NO
Provincial Highway		
Municipal Road		
Other Public Road		
Water Access Only		

If access is by water only, indicate 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:

12. What is the Parent Zoning By-Law Number? _____
13. What is the Zoning By-Law Designation? _____
14. What is the Official Plan Designation? _____
15. Is the subject property part of a current application for approval of a plan of subdivision or consent under the *Planning Act*? ☐ Yes ☐ No

If yes, briefly describe and include file numbers and the dates of filing:

16. Has the present owner(s) ever applied for a minor variance or permission regarding the subject property?
- ☐ Yes ☐ No

If yes, briefly describe and include file numbers and the dates of filing:

17. Is there a site specific zoning by-law amendment for this property?
- ☐ Yes ☐ No

If yes, briefly describe, include file number(s), and date of passing by Council:

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ZPR Declaration

A Zoning Preliminary Review (ZPR) is highly recommended prior to application submission

Contact Information: City of Markham Building Department, (905)475-4870. Additional fee required

It is the applicant and/or agent's responsibility to ensure that the application has accurately identified all the variances to the Zoning By-law required for the proposed development. Applicants are strongly encouraged to contact the Building Department to obtain a Zoning Preliminary Review (ZPR) **prior to submission of their application**. The Zoning Preliminary Review identifies the zoning requirements and development standards applicable to your property, and the relief from the zoning by-law required to permit the proposed development. If the variances in the application contains errors, or if the need for additional variances are identified during the building permit review process, further variance application(s) may be required to address the outstanding matters and there will be a delay in application processing time.

Online Zoning Search

In addition to the above, applicants should also perform a Zoning Search prior to submission. The Zoning Search identifies the zoning requirements and development standards applicable to your property, but does not include a staff review of your application. It is the applicant and/or agent's responsibility to ensure that the application has provided all the variances to the Zoning By-law required for the proposed development. If additional variances are identified during the building permit process, a new variance application is required for submission. The following is a link to this service:

<http://www.markham.ca/wps/portal/home/online services/zoningsearchonline>

I/We _____ the Owner (or Agent as declared), hereby agree and
(Type or print name)

acknowledge that it is the applicant and/or agent's responsibility to ensure that the application has accurately identified all the variances to the Zoning By-law required for the proposed development. I understand that applicants are strongly encouraged to contact the Building Department to obtain a Zoning Preliminary Review (ZPR) **prior to submission of their application**. The Zoning Preliminary Review identifies the zoning requirements and development standards applicable to your property, and the relief from the zoning by-law required to permit the proposed development. If the variances in the application contains errors, or if the need for additional variances are identified during the building permit review process, further variance application(s) may be required to address the outstanding matters and there will be a delay in application processing time.

(signature of owner(s) or authorized agent)

Date