

4. PLANS – please include the following information:

- Boundaries and accurate dimensions of the subject land and all measurements must be shown ***in metric and to scale.***
- Size, location and type of all existing and proposed buildings, structures or additions on the subject land, measured from the front, rear and side lot lines.
- Location, width and name of any roads within or abutting the subject land, including all driveways and parking spaces.
- Identify any natural features on the subject land (trees, streams, etc.).

It is very important to be as accurate as possible, as any deficiencies may delay consideration of your application.

5. REGISTERED OWNER(S)

Name(s): _____ Phone: _____
 Company (if applicable): _____ Extension: _____
 Street Address: _____ Email: _____
 City/Province: _____ Postal Code: _____

6. AUTHORIZED AGENT (if different from registered owner)

Name(s): _____ Phone: _____
 Company (if applicable): _____ Extension: _____
 Street Address: _____ Email: _____
 City/Province: _____ Postal Code: _____

7. PROPERTY INFORMATION

- a) Street Address: _____
 Closest Intersection: _____
 Legal Description (from Survey or Plan):
 Lot(s) No: _____ Registered Plan No.: _____
 Lot(s) No: _____ Reference Plan No.: _____
 Part(s) No: _____
- b) Date of acquisition by current owner: _____
 Date of construction of all buildings/structures: _____
- c) Existing use(s) of subject land: _____
 Proposed use(s) of subject land: _____

d) Type of Road Access: Public Private

e) Municipal services available:

Water: Yes No Sanitary Sewer: Yes No
 Storm Sewer: Yes No Private Well: Yes No
 Septic: Yes No

8. PARTICULARS OF ALL BUILDINGS AND STRUCTURES EXISTING OR PROPOSED ON THE SUBJECT LANDS

	Existing	Proposed
Ground Floor Area (incl. garage)		
Gross Floor Area (all floors)		
Number of Storey(s)		
Width		
Length		
Height		

9. PLANNING INFORMATION

a) Official Plan designation: _____

Zoning Category: _____

b) Has the owner previously applied for a variance in respect to this property: Yes No

If yes, describe: _____

c) Is the subject property the subject of a current Consent (severance) application: Yes No

d) Is the subject property currently undergoing Site Plan Approval: Yes No

e) Does the property have any Heritage Status: Yes No

If yes, please check below:

Inventory Listed Part IV (Individual) Part V (District) Easement/Agreement

f) Does the property have any significant environmental features: Yes No

If yes, indicate: Woodlot Wetland Valleyland Other: _____

10. ZONING REVIEW (chart must be completed in its entirety, in metric)

Development Standard	By-law Requirement	Proposed/Provided	Variance
Lot Area (sq.m.)			
Lot Width			
Front Yard Setback			
Left Side Yard Setback			
Right Side Yard Setback			
Rear Yard Setback			
% Lot Coverage			
Height of Building			
Accessory Building			
Parking			
Other			

11. NATURE AND EXTENT OF RELIEF APPLIED FOR (what you want vs. what is allowed)

Note: This section MUST be completed in detail – do not refer to cover letter for explanation.

Example: Requesting relief from Section 37.2.1 of the Zoning By-law to allow an addition to have a rear yard setback of 5.75 metres rather than the required 7.5 metres.

12. IN YOUR OPINION, WHAT ARE THE REASONS YOU ARE NOT ABLE TO COMPLY WITH THE ZONING BY-LAW?

13. AUTHORIZATION

If this application is being made by an agent that is not the owner of the subject lands, written authorization of the owner is required, as below:

I/we, _____, owner(s) of the land that is the subject of this application, hereby authorize _____ to act on my/our behalf in regard to this application.

Signature of Owner: _____ Date: _____

Signature of Owner: _____ Date: _____

14. ACKNOWLEDGEMENT

I understand that receipt of this application by the City of Kitchener - Planning Division does not guarantee it to be a 'complete' application. Further review of the application will be undertaken and I may be contacted to provide additional information and/or resolve any discrepancies or issues with the application as submitted. Once the application is deemed to be fully complete, the application fee will be deposited and the application will be processed. Submission of this application constitutes consent for authorized municipal staff to enter upon the subject property for the purpose of conducting site visits, including photographs, which are necessary for the evaluation of this application.

I further acknowledge that a City-issued notification sign must be posted at the front of the subject property in a location that is visible from the street. Staff will advise when to post the sign and it shall remain in place for 20 days after the Committee decision has been issued.

I further acknowledge that the City will conduct communications regarding this application by email, including sharing the meeting agenda, package, and post-meeting materials, except where a specific method is outlined in the *Planning Act* or by request of the owner or agent.

Signature of Owner or Agent: _____ Date: _____

15. AFFIDAVIT (to be completed *in person* in the presence of a Commissioner of Oaths)

I/we, _____, of the Town/City of _____,
in the County/Regional Municipality of _____, solemnly declare that all of the above
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*.

Signature of Owner/Agent

Signature of Owner/Agent

Declared before me at the

Town/City of _____ in the County/Regional Municipality of _____

This _____ day of _____, 20 _____.

Signature of Commissioner of Oaths

- *Commissioner/Notary – please affix stamp.
- *Lawyer – please print name beside signature.