COMMITTEE OF ADJUSTMENT
APPLICATION FOR MINOR VARIANCE (ZONING)
(Section 45 of the Planning Act)
Planning Division – 200 King Street West, 6th Floor
P.O. Box 1118, Kitchener ON  N2G 4G7
519-741-2426; planning@kitchener.ca

SUBMISSION NUMBER: A ________________________ (to be assigned by staff)

1. ADDRESS OF SUBJECT PROPERTY: __________________________
   Have you previously consulted with staff on this application?
   If yes, name and date of consultation: __________________________

2. FOR YOUR INFORMATION:
   • It is recommended to consult with staff prior to submitting your form. Applications will not be accepted as complete
     unless all legislated requirements have been met and will not be processed until all necessary information has been
     provided.
   • Committee of Adjustment is a public process. Applications will be circulated to public agencies for comment. Notice
     of the meeting will be circulated to property owners within 30 metres of the subject property, advertised in the local
     newspaper and a City-issued notification sign posted on the property. All parties are given the opportunity to provide
     written comment or attend the meeting, either in support or opposition of the application.
   • The owner and/or agent must attend the Committee meeting in support of their application. Information on the
     meeting date/time will be forwarded to the applicant. A deferral fee will apply to applications requiring re-circulation
     for failure to attend meeting or requesting postponement.
   • This is YOUR application - make sure that you know the exact details of why you are applying. It is your responsibility
     to provide a complete and accurate application. Staff are available for consultation, but they are not permitted to
     complete the form on your behalf.

3. SUBMISSION REQUIREMENTS:
   Complete applications shall be submitted by email to planning.applications@kitchener.ca (maximum 10 MB). Original,
   signed & commissioned application form, including plans and cheque (payable to the City of Kitchener) must be
   delivered to City Hall - Planning Division, Attention: Manager of Development Review, within one week of the digital
   submission deadline (you may send by mail, courier or drop off in person).

☐ Application form (completed and signed)
☐ Written authorization of the owner(s) is required if the application is signed by an agent on their behalf.
☐ Affidavit – applicant’s signature has been witnessed and form signed by a commissioner, notary or lawyer (if you
   required commissioning services, please make an appointment with City staff at:
   https://outlook.office365.com/owa/calendar/CityofKitchenerServiceCounters@kitchener.ca/bookings/
   - select “Planning: Commissioner Signature for Development Application Affidavit”)
☐ COPY OF SURVEY OR A DETAILED DRAWING, including all information as noted in Section 4 below
☐ If the site is located within a Source Protection Area, provide a copy of the Notice of Source Protection Plan Compliance
  (Section 59 Notice) obtained from the Regional Municipality of Waterloo. For more information, visit the Region’s
  website at: http://www.regionofwaterloo.ca/sourceprotection
☐ Application Fee (non-refundable):
  ☐ 4 or less dwelling units or 465 or less square metres non-residential Gross Floor Area (GFA) per lot/unit - $1,600.00
  ☐ More than 4 dwelling units or more than 465 square metres non-residential Gross Floor Area (GFA) per lot/unit - $2,760.00
4. PLANS – please include the following information:

☐ Plans should not exceed 11x17 in size & must be folded to letter size and submitted with this application form.

☐ 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: ___________________________

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   Working together  •  Growing thoughtfully  •  Building community
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  

<table>
<thead>
<tr>
<th>Existing</th>
<th>Proposed</th>
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</thead>
<tbody>
<tr>
<td>Ground Floor Area (inc. garage)</td>
<td></td>
</tr>
<tr>
<td>Gross Floor Area (all floors)</td>
<td></td>
</tr>
<tr>
<td>Number of Storey(s)</td>
<td></td>
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<tr>
<td>Number of Dwelling Units</td>
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<tr>
<td>Width</td>
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<tr>
<td>Length</td>
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<tr>
<td>Height</td>
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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:  

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

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

c) Does the property have any Heritage Status: Yes □  No □  

If yes, please check below:  

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

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

If yes, indicate:  

Woodlot □  Wetland □  Valleyland □  Other:  

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

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

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.

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.