



APPLICATION FOR FENCE VARIANCE (MUNICIPAL CODE CHAPTER 630)

Planning and Housing Policy Division – 200 King Street West, 6th Floor
P.O. Box 1118, Kitchener ON N2G 4G7
519-741-2426; planning@kitchener.ca

SUBMISSION NUMBER: FVA _____ (to be assigned by staff)

Office Use Only:

1. SUBJECT PROPERTY

- a) Municipal address: _____
- b) Closest intersection: _____
- c) Legal description of subject property from survey or plan:
(include lot & registered plan number and parts on reference plan)

- d) Have you previously consulted with staff on this application? If yes, who: _____

Date Stamp

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

Example: Requesting relief from Section 630.4.1 (a) of the City of Kitchener Municipal Code - Chapter 630 (Fences) to allow a fence within the front yard to be 1.06 metres in height rather than 0.91 metres.

3. **IN YOUR OPINION, WHY SHOULD YOUR APPLICATION BE SUPPORTED?**

4. **FENCE INFORMATION**

a) Is the property a corner lot? ☐ Yes ☐ No

b) Does the fence requiring a variance already exist? ☐ Yes ☐ No

If no, what is the proposed timeline for installation? _____

c) Building materials: ☐ Wood ☐ Wrought Iron ☐ Chain Link ☐ Other _____

d) Are there any easements on this property (shown on survey)? ☐ Yes ☐ No

e) Does the property have heritage status? ☐ Yes ☐ No

If yes, please check type: ☐ Inventory ☐ Listed ☐ Part IV (individual)
☐ Part V (district) ☐ Easement/Agreement

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5. SUBMISSION REQUIREMENTS

It is recommended to consult with staff prior to submitting your application to identify any possible issues or further information required, therefore avoiding unnecessary delays during processing.

Complete applications must be submitted by email to planning.applications@kitchener.ca (maximum 10 MB).

- ☐ Application form (completed and signed)
- ☐ Copy of survey or a detailed drawing, including all information as noted below

6. APPLICATION FEES AND PAYMENT METHODS

- ☐ Fence Variance **\$1,136.00**

Please indicate which form of payment will be provided:

- ☐ Cash / Debit (in-person only)
- ☐ Cheque (payable to the City of Kitchener)
- ☐ Credit card (we will call you to process payment)

7. PLANS

It is very important to be as accurate as possible.

- ☐ All measurements must be shown **in metric and to scale**.
- ☐ Boundaries and accurate dimensions of the subject land.
- ☐ 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 location, setback and height of fence.
- ☐ Identify any natural features on the subject land (trees, streams, etc.).

8. APPLICATION PROCESS

- Complete and submit application form with the applicable fee to the City of Kitchener Planning and Housing Policy Division.
- All abutting property owners will receive written notice of the request and be given the opportunity to express comments.
- For street flanking fences on corner lots, all property owners within a 30-metre radius will receive written notice of the request and be given the opportunity to express comments.
- If there are no objections, the process would take approximately 3 weeks to complete.
- Approval may be subject to conditions, which must be fulfilled in order to finalize.
- If there are objections from the community, staff would attempt to address the concerns or seek a compromise with the applicant.
- If the concerns cannot be resolved, or if staff do not support the requested variance, community members or the applicant would have the opportunity to appeal the staff decision before City Council.

9. REGISTERED OWNER(S)

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

10. APPLICANT (if different from registered owner)

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

11. AUTHORIZED AGENT (if different from registered owner or applicant)

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

12. AUTHORIZATION

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

I, _____, owner of the land that is the subject of this application, hereby
 authorize _____ to make this application.

Signature of Owner: _____ Date: _____

13. ACKNOWLEDGEMENT

I understand that receipt of this application by the City of Kitchener - Planning and Housing Policy 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. Staff recommend contacting [Ontario One Call](#) for all of your required locates **before you dig**.

Signature of Owner, Applicant or Agent: _____ Date: _____

14. STATUTORY DECLARATION

I, _____, solemnly declare that:

- a) I am the (please select): ☐ registered owner ☐ applicant ☐ authorized agent
- b) I have personal knowledge of the particulars of this application
- c) All the information and statements given with this application, including drawings and specifications, are true to the best of my knowledge and belief
- d) I acknowledge that submission of this application does not guarantee approval and that no refunds will be issued if the application is withdrawn or refused.

I have read the above and make this solemn declaration conscientiously, believing it to be true, and acknowledge it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

Signature of Owner/Applicant: _____ Date: _____

Office Use Only:**WORKSHEET - FENCE VARIANCE**

1. SUBMISSION NUMBER: FVA_____

2. ADDRESS:_____

3. CORNER LOT: ☐ Yes ☐ No4. IS THE FENCE EXISTING OR NEW? ☐ Existing ☐ New

5. PLANNING ANALYSIS

DEVELOPMENT STANDARD FENCE TYPE: _____	Required:	Proposed or Provided:	Compliance: Yes (✓) No (✗)
Setback			
Height			
Driveway Visibility Triangle			
Corner Visibility Triangle			
Other			
Other			
Other			
Other			
Other			

6. RECOMMENDED CONDITIONS OF APPROVAL:_____

7. CIRCULATION REQUIRED:

- Property Owners (check one)
 - ☐ Adjacent (interior lot)
 - ☐ 30 metres (corner lot)
- Department/Agencies (check all that apply)

☐ Building Division	☐ GRCA
☐ Environmental Planner	☐ MTO
☐ Heritage Planner	☐ Other_____
☐ Transportation Planning	☐ Other_____
☐ By-law Enforcement	☐ Other_____