

DATE: _____
ROLL#: _____

V _____



VARIATION ORDER APPLICATION FORM

Pre-Construction

- Minor \$200 (no GST)
- Major \$500 (no GST)

(Minor can be approved by CAO)

Post Construction

- Minor \$500 (no GST)
- Major \$1000 (no GST)

Applicant*	Owner
Name:	Name:
Address:	Address:
Postal Code:	Postal Code:
Phone:	Phone:

Legal Address:
Civic Address:

Council requires that the following, as indicated, be supplied:

- Valid option to purchase
- *Authorization to apply
- Survey Plan
- Traffic Study
- Engineer Report
- Other _____

Applicable Zoning By-Law or Planning Scheme _____

Subject Provision _____

Variation Requested to _____

Reason _____

I undertake to observe and perform all provisions of The Planning Act, the applicable Zoning By-Law or Planning Scheme, any development agreement entered into under section 48 of The Planning Act and any conditions imposed under sections 57 and 59 of The Planning Act.

Signature of Owner _____ Print _____ Date _____, 20____

Signature of Applicant _____ Print _____ Date _____, 20____

Application Received by _____ Date _____, 20____

Receipt # _____ Date _____, 20____

Date of Public Hearing _____ Time: _____ Resolution # _____ of Council

Variation Order Procedure Checklist

Date	Initial	Task
		1. Application received for Variation
		Application filed with the municipality by owner
		Set date for hearing within 40 days of receipt: _____
		Add to agenda
		Add to binding case list
		2. Notice of Variation Hearing
		<u>14 days before the hearing date</u> - send notice of hearing & receipt to the applicant by regular mail
		Send notices (regular mail) to all owners of property within 100 meters of the affected property or post the property, if not remote or inaccessible. (If advised by CAO) No ___ / Yes ___ Date mailed _____
		Post Notices on property. # _____ of notices Locations: _____ 1 st Verification: _____ Completed by: _____ 2 nd Verification: _____ Completed by: _____
		3. Notification re Order
		A copy of Council's Order to be:
		Served personally or send to the applicant by mail
		Send by regular mail to any person who made representations at the Hearing
		4. Minor Variation
		A development officer authorized by Council to approve minor variations (up to 10% of zoning requirements) shall after granting or refusing a Variation Order, serve personally or send to the applicant by registered/certified mail:
		A copy of the minor Variation Order; or
		A written notice of rejection along with advice on the applicant's right to appeal the decision to Council