



*“An Experience to Remember”*

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**Committee of Adjustment/  
Planning Advisory Committee  
Members**

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Ron Pollard, Chair  
North Crosby Ward

Cathy Livingston  
Bastard & South Burgess Ward

Cathy Monck  
Newboro Ward

Arie Hoogenboom  
South Elmsley Ward

Linda Carr  
South Crosby Ward

Ronald Holman, Mayor

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**Development Services  
Department**

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Brittany Mulhern  
Manager

Malcolm Norwood  
Associate Planner

Mel Bursey  
Chief Building Official

Brett Cavanagh  
Building Inspector

Tracy Perrin  
Development Services Analyst

Alison Merkley  
Administrative Assistant

Municipal Office:  
1-800-928-2250

## COMBINED MINOR VARIANCE & SITE PLAN APPLICATION

Combined minor variance and site plan applications are those which require review under both the Township’s Site Plan Control By-law and the Zoning By-law. The Township has designed this ‘combined’ application package as a means of improving administrative efficiencies while reducing costs to the applicant.

Pursuant to section 41 of the *Ontario Planning Act*, the Township has adopted a Site Plan Control By-law which affects commercial development projects; and all development proposals greater than 30m<sup>2</sup> (320ft<sup>2</sup>) within 100m (330ft) of a waterbody. The need for a Site Plan Application also stems from any proposal to develop adjacent to an identified natural heritage feature. Site planning is a process through which the Township reviews elements of a development proposal that cannot be regulated through the Ontario Building Code (OBC) or the Zoning By-law. Such elements may include: architectural design; landscaping; the preservation of natural features; storm water management; site access; lighting; and signage.

Pursuant to section 45(3) of the *Ontario Planning Act*, the Township’s Committee of Adjustment has the delegated authority to authorize minor variances from the provisions of the municipality’s Zoning By-law. An application for a minor variance commonly stems from the inability of a project to fully-comply with the technical provisions of the Zoning By-law. In such cases, relief may be granted if it can be demonstrated that: the impact of the variance is minor; the intent and purpose of the Zoning By-law and the Township’s Official Plan will be maintained; and the proposed use and development of the property is appropriate. The following is an overview of the combined minor variance and site plan application *review process*:

- 1) At the outset, you are encouraged to consult with Township staff regarding any development proposal to determine whether or not planning and building approvals are required.
- 2) All combined minor variance and site plan applications are made to the Township’s Development Services Department. The application must be deemed by staff to be “complete” prior to it being received.

- 3) Notice of the application will be mailed to all neighbouring land owners within 60m of the subject property and to those agencies prescribed under *Ontario Regulation 200/96*; required for any minor variance application.
- 4) Notice of the application (minor variance) must be given at least 10 days prior to the public meeting as required under the *Planning Act*.
- 5) During the scheduled public meeting, the combined minor variance and site plan application will be presented by staff to the Committee of Adjustment and the Planning Advisory Committee; a recommendation will also be provided.
- 6) During the public meeting the Committee will make a decision to approve/deny the application based on facts presented in the planning report/presentation; and based on input received from the public and/or the applicant. The Committee may also defer their decision pending the receipt of additional information.
- 7) Following the Committee's decision there is a 20-day appeal period (minor variance). Should no appeals be filed, the Committee's decision is deemed final. See ***Frequently Asked Questions*** for additional information regarding appeals to the Ontario Municipal Board.

***Who will review the Combined Minor Variance and Site Plan Application?***

The Township's Committee of Adjustment is the approval authority charged with the task of reviewing all minor variance applications. The Planning Advisory Committee is responsible for reviewing Site Plan Applications. Given that each Committee is comprised of the same 5 members of Council, the "combined" minor variance and site plan applications will be reviewed concurrently during a public meeting. Public meetings generally occur on the **second and fourth Wednesday of each month**. While the meetings are commonly held at the Township's municipal office, special circumstances may warrant the holding of a public meeting at one of the municipality's community centres. Applicants are advised to consult with Township staff prior to their scheduled meeting date to verify its time and location.

***How will the public meeting be run?***

- 1) All applicants and persons wanting to speak to an application are asked to wait outside the meeting room until the meeting begins.
- 2) The Chair of the Committee will announce each application as it occurs on the meeting agenda.
- 3) A staff member will provide an overview of the application as well as a recommendation.
- 4) The Chair will ask the applicant if he/she has anything to add to the review of their application. Members of the public and relevant commenting agencies will then be provided with an opportunity to comment.
- 5) Following input from the applicant and any other person/agency, the Chair will ask members of the Committee if they have any questions for staff or the applicant.
- 6) Once all comments/questions are addressed, the Committee will make a decision to approve, deny or defer the application. Any decision to approve/deny an application would initiate the 20-day appeal period. A deferral decision may allow an applicant to provide the Committee with additional information/studies or revise their application in a manner that would facilitate a future decision.

**How Will Staff Review Your Application?**

- ✓ Staff will first review the application to determine the proposal's conformity with the Township's Zoning By-law and Official Plan, as well as the policies of the *Ontario Provincial Policy Statement*. Township staff will also have regard for the principles of good land use planning (e.g. land use compatibility, health and safety, environmental impact, etc.).
- ✓ Following the initial review, staff will conduct an on-site analysis of the unique aspects of the property which may affect the proposal. Such aspects may include: site topography, environmental features, site context, the location of hydro corridors, potential traffic impacts, the location of the septic system and well; and any other factors as determined on a case by case basis.
- ✓ In reviewing the application, staff may have regard for similar proposals that have been reviewed by the Committee to ensure consistency in decision-making activities and general municipal standards.
- ✓ When relevant, the Township will circulate the application to outside commenting agencies which may include: the Conservation Authority; Parks Canada; the County of Leeds and Grenville; and any Ontario Ministry whose mandate may require consideration of the project (e.g. Ministry of Transportation, the Ministry of Natural Resources, the Ministry of Municipal Affairs and Housing, the Ontario Ministry of Agriculture, Food, and Rural Affairs, etc.).
- ✓ Pending receipt of comments from any outside agency; and following the completion of an on-site review of the proposal, staff will formulate a recommendation which will be presented to the Planning Advisory Committee and the Committee of Adjustment during the scheduled public meeting.

The following four "tests" are used in reviewing a minor variance application. If an application fails any of the tests, the variance cannot be supported.

TEST	CONSIDERATION	MET?
1) Is the proposed variance minor in nature?	This test entails a review of the anticipated impact of the variance on: neighbouring land owners/users, the environment, existing development, & other contextual factors.	<input type="checkbox"/>
2) Does the proposal meet the intent and purpose of the Township's Zoning By-law?	This test considers the underlying intent of a specific Zoning regulation(s) (e.g. 30 metre water setback; 10% lot coverage, etc.) and whether or not the proposed variance will uphold the intent and purpose of that regulation.	<input type="checkbox"/>
3) Does the proposal meet the intent and purpose of the Township's Official Plan?	This test considers the intent and purpose of the Township's Official Plan. Regard will be had for policies that are directly associated with the proposal (e.g. Road Access; Land Use Compatibility; Natural Hazards, etc.) as well as the broader policies affecting development in Rideau Lakes' Villages and Hamlets; Rural areas; and along the Waterfront.	<input type="checkbox"/>
4) Does the proposal represent an appropriate use and development of the property?	This test entails a holistic assessment of the proposal; taking into consideration strengths, weakness, opportunities and threats (SWOT). Regard is had for the appropriateness of the project; taking into account the character of adjacent development and the general site context.	<input type="checkbox"/>

**Application Fees**

All fees must be submitted with a complete application in order for the application to be accepted by the Township. The Municipality's Fee Schedule sets out the applicable cost of a minor variance application. These fees are not refundable.

**Conservation Authority Fees**

Combined minor variance and site plan applications may be subject to review by the Cataraqui Region Conservation Authority (CRCA) or the Rideau Valley Conservation Authority (RVCA) depending on the location of the property and associated development. Consultation with CRCA/RVCA staff is strongly recommended to determine whether or not a minor variance review is required. Failure to obtain a permit/approval from the conservation authority can lead to subsequent delays in the Township's issuance of a building permit.

**Rideau Waterway Development Review Team (RWDRT)**

Applications for properties located on the Rideau waterway are also subject to review by RWDRT. The RWDRT consists of Parks Canada and the relevant conservation authority (CRCA or RVCA).

**Specialized Studies:**

Please be advised that the Township may require that specialized studies be completed. Such studies may include: an Environmental Impact Study (EIS); land use compatibility study; a hydrogeological and/or geotechnical assessment; a traffic assessment; a lake impact study; archaeological report or another form of analysis used to ensure that a proposal will not result in negative impacts to the public or the environment, amongst other factors. The need for such studies may be determined from the outset based on the location of proposed development, or following a site inspection through which staff may identify potential hazards or conditions requiring consideration. Consultation with staff is again encouraged.

**Commercial Planning Applications**

Applicants are encouraged to review the Township's *Commercial Site Plan Design Guidelines* prior to the submission of a commercial site plan/minor variance application. These guidelines have been established to ensure that future commercial development or redevelopment preserves and enhances the overall aesthetic and natural quality of the Township. Township staff welcome applicants to schedule a preliminary review of their commercial development proposal to identify possible constraints and opportunities.

**5 KEY FACTORS** that may facilitate the approval of your application:

- 1) Meet with a Township Planner prior to the submission of your application. Staff may be able to identify potential issues and opportunities which could affect your project. In addition, staff may be able to present you with options to make your proposal more acceptable.
- 2) Ensure that the application is **complete** and that the information provided is **accurate**. Delays in the Township's review of an application commonly stem from a lack of detailed information. Remember to provide an inventory of **all structures** on the affected property and their respective **dimensions**. A detailed and accurate site/plot plan drawing can be extremely beneficial in the overall review of a particular development proposal.
- 3) Contact the Township prior to the scheduled public meeting to obtain a copy of the staff report and to more fully understand the recommendation being provided to the Committee.
- 4) It is highly recommended that you attend the public meeting to answer questions from the Committee or any other member of the public.
- 5) Contact Township staff the day following the meeting to determine how to proceed with the completion of a building permit or any subsequent planning approval.

## ***Frequently Asked Questions***

1. *How can I find out if my application will be approved before I submit the package and pay the fee?*  
Staff are available to review the application prior to its submission. Staff will provide as much guidance as possible based on their knowledge of the Township's planning documents, the history of Committee decisions on similar applications, and the circumstances of the individual property. Applicants should be advised that while staff have a good understanding of the Township's regulations and policies and how the Committee has reviewed similar applications in the past, it is not always possible or advisable for staff to be absolutely confident on how successful an application will be. **Each application must be reviewed with regard for site-specific constraints and the general scope of development.**
2. *When do I need to have my application in to get on an agenda?*  
Generally, **30 days prior to the meeting** is sufficient to allow staff enough time to fully-review a combined minor variance and site plan application while satisfying the 10-day notice period required under the *Planning Act*. Periods of peak development activity throughout the summer months may cause an increase in the time required to review and schedule an application for a public meeting.
3. *What is my recourse if the application is denied, or I'm dissatisfied with the conditions of approval?*  
An appeal to the Ontario Municipal Board is your recourse. Contact staff to find out more about how to make an appeal or visit the Ontario Municipal Board's website at [www.omb.gov.on.ca](http://www.omb.gov.on.ca).
4. *Who has the right to appeal a decision regarding a Minor Variance Application?*  
The applicant, a Provincial Ministry or any other person or public body who has an interest in the application may within 20 days of the making of the decision appeal to the Ontario Municipal Board against the decision of the Committee by filing with the secretary-treasurer of the Committee a notice of appeal. This notice must be accompanied by payment of the fee prescribed by the Municipal Board in accordance with the *Ontario Municipal Board Act* (see [www.omb.gov.on.ca](http://www.omb.gov.on.ca) for additional information).
5. *Who has the right to appeal a decision regarding a Site Plan Application?*  
Only the applicant can appeal the decision to the Ontario Municipal Board.
6. *How is the application fee determined?*  
Council sets the fee schedule each year. The fee is set based upon a calculation of staff time, mileage to travel to the site, Committee member stipends, file storage costs, notices sent to adjacent property owners, and general administration of the process.
7. *How long is my Minor Variance approval good for?*  
Once the 20-day appeal period has elapsed; and a decision is final, the variance is granted indefinitely. It should be noted, however, that if the variance is approved and a zoning amendment happens before the issuance of a building permit related to that variance, the owner may need to return to the Committee or appeal the zoning amendment. This scenario is quite rare and would only occur if the zoning amendment significantly conflicted with the approved variance. The four tests of a minor variance would be a good means by which to assess the need for subsequent minor variance approvals.
8. *How long is my Site Plan Control approval good for?*  
The Township policy is to respect all previously approved Site Plan Control applications.
9. *Does an approved variance run with the property if the lot is sold?*  
Yes, a minor variance is tied to the land and not the owner of that land.
10. *Can someone else besides the owner apply for combined minor variance and site plan approval?*

The owner can authorize another individual/firm to act as their agent throughout the application process.

11. *Do I need to have a professional prepare and submit my application?*

The nature of the proposal and the extent of any regulatory relief requested may benefit from the expertise of someone who has an understanding of the planning process and the requirements of the *Ontario Planning Act, Provincial Policy Statement*; and other related regulatory documents as administered by the Township of Rideau Lakes, the County, and the Province.

12. *How does the public become involved in the process?*

While minor variance notices are initially only circulated to the owners of property within 60m (~200') of the subject property, the Township's Committee of Adjustment meetings are open to any member of the public. It should be noted, that comments provided by the public on an application must be based on land use planning issues (e.g. compatibility, traffic & environmental impacts, accessibility, etc.). The Committee will not consider comments that are deemed frivolous or vexatious or made for the purpose of delaying an application.

13. *Will there be conditions placed upon my Minor Variance and/or Site Plan approval?*

It is common for conditions to be placed on the approval of a planning application. Such conditions may include: the replanting of native trees and shrubs along the shoreline, the movement of hydro lines (which should be coordinated with Hydro One), a reduction of the building footprint to more-adequately respect on-site constraints, landscaping requirements, financial contributions due to a determined impact on municipal infrastructure, lighting restrictions, and the upgrading of an existing septic system to meet the requirements of the current Ontario Building Code.

14. *Where can I find the regulations and restrictions for my property?*

The Township's Zoning By-law is the most important document with respect to the regulation of development and land use activities occurring/proposed within the municipality. The Zoning By-law is designed to implement the policies of the Township's Official Plan. The Official Plan is used as a guide to the future growth of the Rideau Lakes' community. A copy of the Zoning By-law and Official Plan (both hard copies and electronic/CD copies) can be purchased from the Department of Development Services. The Zoning By-law and Official Plan can also be accessed through the Township's Website ([www.twprideaulakes.on.ca](http://www.twprideaulakes.on.ca)) via the Development Services Department link.

15. *Will a staff planner visit my property prior to an application being submitted?*

The Development Services Department strives to provide such a service dependent upon other workload priorities. Generally, staff are able to communicate the intent and purpose of the Township's regulatory documents by reviewing a particular proposal with the applicant and through the use of the municipality's Geographic Information System (GIS). This preliminary review can save time and associated costs for both the Township and the applicant. When on-site considerations cannot be adequately understood by using the Township's mapping system, staff will make every effort to schedule an on-site inspection to review existing and potential development constraints. In all cases, staff will visit the property once an application has been received by the Township. Applicants may be required to provide access to the property should such a need arise (e.g. island lots).

**Common Misconceptions:**

1. *Numerous properties in my neighbourhood have been developed in a way that is similar to my proposal. Why will the Township not support what seems like a standard practice in this context?*

Over time, the Township makes amendments to its Zoning By-law to reflect the emerging regulatory controls of upper-tier governments/agencies; and to more-effectively protect the health and safety of the Township's residents/visitors and the environment. A minor variance request must be assessed against site-specific constraints and opportunities. Existing developments may have been approved under less stringent zoning regulations or on lots that were able to more-adequately accommodate the development due to their size and configuration. Regard must be had for both the proposal, the date of its review by the Township, and its context.

2. *My project won't impact anyone given the seclusion of my property so why do I need a minor variance?*

The Township's Committee of Adjustment implements the standards of its Zoning By-law consistently and without prejudice. While it may seem as though a minor variance is unnecessary given the location of proposed development and the context of a particular property, all projects must be assessed against a standard set of criteria. The Zoning By-law is not only designed to protect the interest of private land owners/users, but it is also designed to regulate the impact of development on the environment, water quality, plant and animal habitat, and other factors that may not be realized for many years to come.

3. *If no written or oral objections are made prior to, and/or during, the public meeting - and the variance is approved – will the Township issue a building permit prior to the end of the 20-day appeal period?*

The Township is required, under the *Ontario Planning Act*, to uphold a 20-day appeal period following the decision made by its Committee of Adjustment; regardless of whether or not an objection has been received. Accordingly, a variance is not technically granted until the appeal period has elapsed. While the Township's Chief Building Official will accept and review building permit applications within an on-going 20-day appeal period, the Township's Zoning By-law is considered *applicable law*, and a permit cannot be issued unless the appeal period has finished, and a minor variance has been granted.

## COMBINED MINOR VARIANCE & SITE PLAN APPLICATION – CHECKLIST –

The following must be provided in order for the application to be deemed “complete”:

- Application Form *[all sections must be complete]*
- Site Plan drawing including:
  - Title (owners name, property address, north arrow, scale, and legend)
  - Property boundaries and dimensions
  - All existing and proposed structures with their dimensions and the setback distances between each structure and adjacent property lines/waterbodies
  - Location of existing or proposed septic system and drilled/dug well on site; and within adjacent properties if known
  - Location of entrance/driveway and any existing rights-of-way/easements
  - Location of existing or proposed landscaping, trees, naturalized areas, etc.
  - Identification of steep slopes, rock outcroppings, low-lying areas and other topographical features that may affect drainage patterns on and off site
  - Identification of natural features (e.g. wetlands, woodlots, watercourses, etc.)
  - Identification of artificial features (e.g. roads, hydro corridors, ditches, etc.)
  - Description of adjacent land uses (e.g. residential, commercial, open space, etc.)
- Township Fee
- Copy of Property Transfer / Deed of Land
- Copy of septic permit or “Request for File Search” as provided by the Health Unit (*generally applicable to systems installed between 1973 and 1998*)
- Floor Plans and Building Elevations (*discuss with staff to determine applicability*)

**NOTE:** Full size drawings may be submitted however in all cases copies of the drawings must be provided on Ledger-sized paper (11” x 17”) or smaller for copying purposes and for inclusion in the final Site Plan Agreement.

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*The Township may require additional information to ensure conformity with provincial and other regulatory documents. Applicants are encouraged to consult with staff from the relevant conservation authority to determine whether or not approvals/permits are required. The Township may not be able to issue a building permit until such approvals/permits are obtained.*

*Cataraqui Region Conservation Authority (CRCA): 1-877-956-2722 (toll free) [crca@cataraquiregion.on.ca](mailto:crca@cataraquiregion.on.ca)  
Rideau Valley Conservation Authority (RVCA): 1-800-267-3504 (toll free) [postmaster@rvca.ca](mailto:postmaster@rvca.ca)*

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## Combined Minor Variance & Site Plan Application

### OFFICE USE ONLY

Date Received: \_\_\_\_\_ File Number: \_\_\_\_\_  
 Application Fee: \_\_\_\_\_ Roll Number: \_\_\_\_\_  
 Fee Paid (date): \_\_\_\_\_  
 Application deemed "complete" (date): \_\_\_\_\_

**\* Prior to submitting this application you are encouraged to consult with a Township planner.**

### 1.0 APPLICANT INFORMATION

Name(s): \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Please check the one that applies:

- Owner
- Authorized agent
- Solicitor
- Other Professional:

Phone: (home) \_\_\_\_\_ Phone: (work) \_\_\_\_\_  
 Phone: (cell) \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

### 2.0 PROPERTY OWNER(S) INFORMATION (if different from applicant information)

Name(s): \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

A copy of the transfer/deed of land must accompany this application. If the subject land is owned by a corporation or estate, all directors that make up that entity must sign the attached affidavit or authorize an individual to act as the agent.

Phone: (home) \_\_\_\_\_ Phone: (work) \_\_\_\_\_  
 Phone: (cell) \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**3.0 LEGAL DESCRIPTION / LOCATION OF THE SUBJECT LAND**

County		Township		Ward (Former Township)	
Concession number(s)	Lot number(s)	Legal Description:			
Registered plan no.	Lot(s) / Block(s) no.	Civic/911 Address:			
Reference plan no.	Part number(s)	Parcel number(s)	Assessment Roll No.		
Date subject land was acquired by current owner:					

**4.0 DIRECTIONS TO THE SUBJECT PROPERTY**


**5.0 LAND USE, ZONING, and OFFICIAL PLAN DESIGNATION**

Criteria <sup>1</sup> :	Subject Property
Existing use (e.g. seasonal residential, commercial, open space)	
If known, how long have the existing uses continued for?	
Proposed use (e.g. permanent residential, home-based business)	
Zoning Classification (e.g. Rural – RU; Waterfront Residential – RW)	
Official Plan Designation (e.g. Rural, Natural Heritage, Village & Hamlet)	

**6.0 RELIEF REQUESTED FROM ZONING BY-LAW**

Please identify the relevant zone provision/standard and relief required to support the proposal:

Section of Zoning By-law #2005-6	Zone Provision / Standard	Proposed Standard	Relief Required
[Example] Section 3.26.2	30m Water Setback	27m Water Setback	3 metres

<sup>1</sup> Please refer to the Township's website ([www.twprideaulakes.on.ca](http://www.twprideaulakes.on.ca)) or consult with a Township Planner to identify the Zoning Classification and Official Plan Designation affecting the subject property.



### 8.0 Property Characteristics

<b>Lot Area</b>		(acres, hectares, ft <sup>2</sup> , m <sup>2</sup> )
<b>Lot Depth</b>		(feet / metres)

<b>Lot Frontage</b>	<i>Length (feet/metres)</i>	<i>Name (road / waterbody)</i>
<input type="checkbox"/> on a publically maintained road (Township/County Road/Provincial Hwy)		
<input type="checkbox"/> on a watercourse		
<input type="checkbox"/> on a private laneway / right-of-way		

Please provide a brief description of the property taking into account factors such as: soil type & depth, lot configuration, steep slopes or low-lying areas, natural features and any other item that may impact the proposed development. Also, please include a description of the use of lands surrounding the lot.


<b>Water Supply:</b>	Please identify the type of water supply serving the subject property:
	<input type="checkbox"/> Lake
	<input type="checkbox"/> Dug well
	<input type="checkbox"/> Drilled well
	<input type="checkbox"/> Other: (please specify) _____

<b>Sewage Disposal System:</b>	Please provide information pertaining to the existing/proposed septic system:	
	Type of System:	<input type="checkbox"/> Conventional system (leaching / filter bed) <input type="checkbox"/> Tertiary treatment <input type="checkbox"/> Holding tank <input type="checkbox"/> Grey water system <input type="checkbox"/> Composting/self-contained toilet, privy, outhouse
	Year Installed <sup>2</sup> :	Permit No:
	Size of Tank:	Make of Tank:
	Type of Bed:	Area of Bed:

<sup>2</sup> For installations that occurred between 1973 and 1998 applicants may wish to consult the local Health Unit to obtain a record of the septic installation. This will require a "Request for File Search". Installations that occurred after 1998 would have required a permit from the Township office. Please contact the Development Services Department to obtain a copy of this permit (Toll free: 1-800-928-2250).

### 9.0 Existing and Proposed Structures: Dimensions

In the tables below, please provide a **complete** record of all existing and proposed structures. Please do not omit any structures as this may cause a delay in the review of your site plan application. In addition, please note whether any of the existing structures will be removed/relocated as part of the overall proposal.

#### EXISTING STRUCTURES *(measurements may be provided in either feet or metres)*

Type of Structure <sup>3</sup>	Ground Floor Area <sup>4</sup>	Gross Floor Area <sup>5</sup>	Number of Storeys	Length	Width	Height	Date Constructed

Please place an asterisk (\*) beside any existing structure that may be removed as part of this site plan application.

#### PROPOSED STRUCTURES *(measurements may be provided in either feet or metres)*

Type of Structure	Ground Floor Area	Gross Floor Area	Number of Storeys	Length	Width	Height

#### Will the proposal add any of the following?

	Yes	No	If yes, please provide:	Existing	Proposed
Living Area	<input type="checkbox"/>	<input type="checkbox"/>	Size		
Bedrooms	<input type="checkbox"/>	<input type="checkbox"/>	Number		
Bathrooms	<input type="checkbox"/>	<input type="checkbox"/>	Number		
New Plumbing Fixtures <sup>6</sup>	<input type="checkbox"/>	<input type="checkbox"/>	Number of Fixtures		

<sup>3</sup> **Type of structure:** may include: seasonal/permanent dwelling, deck (i.e. attached vs. unattached to dwelling), screened porch, sleeping cabin, garage, storage shed, marine facility, gazebo, or other building/structure.

<sup>4</sup> **Ground floor area:** the building "footprint" (i.e. that portion of land covered by the structure)

<sup>5</sup> **Gross floor area:** total amount of finished living space within a dwelling; or the total space within any accessory structure (e.g. ground floor area plus the floor area of any loft or additional storey(s)).

<sup>6</sup> **Plumbing Fixtures:** as per the Ontario Building Code (OBC) a sink represents 1.5 fixtures; a bathtub/shower (1.5); a flush toilet (4); a dishwasher (1.5); washing machine (1.5); laundry tub (1.5); full bathroom (6).

**10.0 Existing and Proposed Structures: Setbacks**

In the tables below, please insert all structures noted in Section 9 and provide the setback distances between each structure and the relevant property line. The setback should be accurately measured as the **horizontal distance**<sup>7</sup> between the closest component of a structure and a property line. The column titled “other” refers to: watercourses, hydro corridors, easements, and other items that may require specific separation distances from buildings or structures. If any of these “others” items exist, please include the relevant separation distances.

**EXISTING STRUCTURES** (*measurements may be provided in either feet or metres*)

Type of Structure	Front Lot Line <sup>8</sup>	Rear Lot Line <sup>9</sup>	Side Lot Line <sup>10</sup>	Side Lot Line	Other (specify):

Please place an asterisk (\*) beside any existing structure that may be removed as part of this application.

**PROPOSED STRUCTURES** (*measurements may be provided in either feet or metres*)

Type of Structure	Front Lot Line	Rear Lot Line	Side Lot Line	Side Lot Line	Other (specify):

<sup>7</sup> The **horizontal distance** is derived by bringing a structure onto the same plain as the lot line/waterbody and then measuring the distance between that structure and the lot line. No vertical fluctuations (e.g. steep slopes, ridges, hills, etc.) should be included in the measurement. On properties where such fluctuations exist, taking incremental measurements may aid in providing accurate distances.

<sup>8</sup> **FRONT LOT LINE** shall mean the following:

- In the case of an interior lot, the line dividing the lot from the street;
- In the case of a corner lot or through lot, the shorter line abutting a street, or where access is gained to the lot regardless of the length of the line;
- In the case of a waterfront lot, the high water mark shall be deemed to be the front lot line.

<sup>9</sup> **REAR LOT LINE** shall mean in the case of a lot having four or more lot lines, the lot line farthest from and opposite to the front lot line. If a lot has less than four lot lines, there shall be no rear lot line.

<sup>10</sup> **SIDE LOT LINE** shall mean a lot line other than a front or rear lot line.

**11.0 ACCESS TO THE PROPERTY**

How is the subject property accessed?

Type of Access	Name of Road/Waterbody
<input type="checkbox"/> - Provincial Highway	_____
<input type="checkbox"/> - Municipal Road	_____
<input type="checkbox"/> - Private Road/Laneway	_____
<input type="checkbox"/> - Water	_____

*If the property is accessed by water, what docking and/or parking facilities are available on the mainland?*

\_\_\_\_\_

**12.0 RECORD OF PREVIOUS LAND USE AND PLANNING ACTIVITY**

Previous Uses	Yes	No	Unknown
1) Has there been any industrial or commercial use on the subject land or any adjacent lands?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2) Has there been any petroleum or other fuel stored on the subject land or any adjacent lands?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3) Is there any reason to believe the subject land may have been contaminated by former uses on the site or any adjacent lands?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4) Are there any other previous land uses that ought to be given particular consideration in the review of this application?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Planning Activity	Yes	No	Unknown
Has the subject property been affected by any preceding planning approval? If yes, please provide any relevant reference/application number.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> - Minor Variance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> - Site Plan Approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> - Zoning By-law Amendment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> - Official Plan Amendment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> - Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Please provide any additional information that you feel may be relevant in the review of this application; you may submit additional pages as necessary:*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Consent of Owner

Consent of Owner(s) to the use and disclosure of personal information; and to allow site visits to be conducted.

I/We, \_\_\_\_\_, being the registered owner(s) of the lands subject of this application, and for the purpose of the *Freedom of Information and Protection of Privacy Act*, hereby authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the *Planning Act* for the purposes of processing this applications.

I/We also authorize and consent to representatives from the Township of Rideau Lakes and the persons and public bodies conferred with under the *Planning Act* entering upon the subject lands of this application for the purpose of conduction any site inspections as may be necessary to assist in the evaluation of the application.

Date: \_\_\_\_\_.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Owner(s)' Signature

### Affidavit

I/We, \_\_\_\_\_ of the \_\_\_\_\_ in the \_\_\_\_\_  
(name of owner(s)/agent(s)) (City in which you reside)

\_\_\_\_\_ in the \_\_\_\_\_  
(County/Upper-tier municipality, if applicable) (Province/State)

solemnly declare that all of the above statements contained in this application are true, and I/We make this solemn declaration conscientiously believing it to be true and knowing that this is of the same force and effect as if it were made under oath.

Declared before me at the:

\_\_\_\_\_. (e.g. municipality)

In the \_\_\_\_\_ (e.g. county/upper-tier municipality)

This \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
A Commissioner of Oaths

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Applicant(s) Signature

Personal information contained in this form is collected under the authority of the *Planning Act*, [Section 40], and will be used to determine the eligibility of the proposed site plan.

### Note:

**The Approval of this Planning Application does not relieve the Owner from the requirements of the Ontario Building Code or any other relevant regulatory control that may affect the use and development of the subject property (e.g. Conservation Authority Regulatory Controls, Zoning By-law Regulations, etc.).**

### Owner's Authorization

I/We, \_\_\_\_\_

being the registered owner(s) of the subject lands hereby authorize \_\_\_\_\_

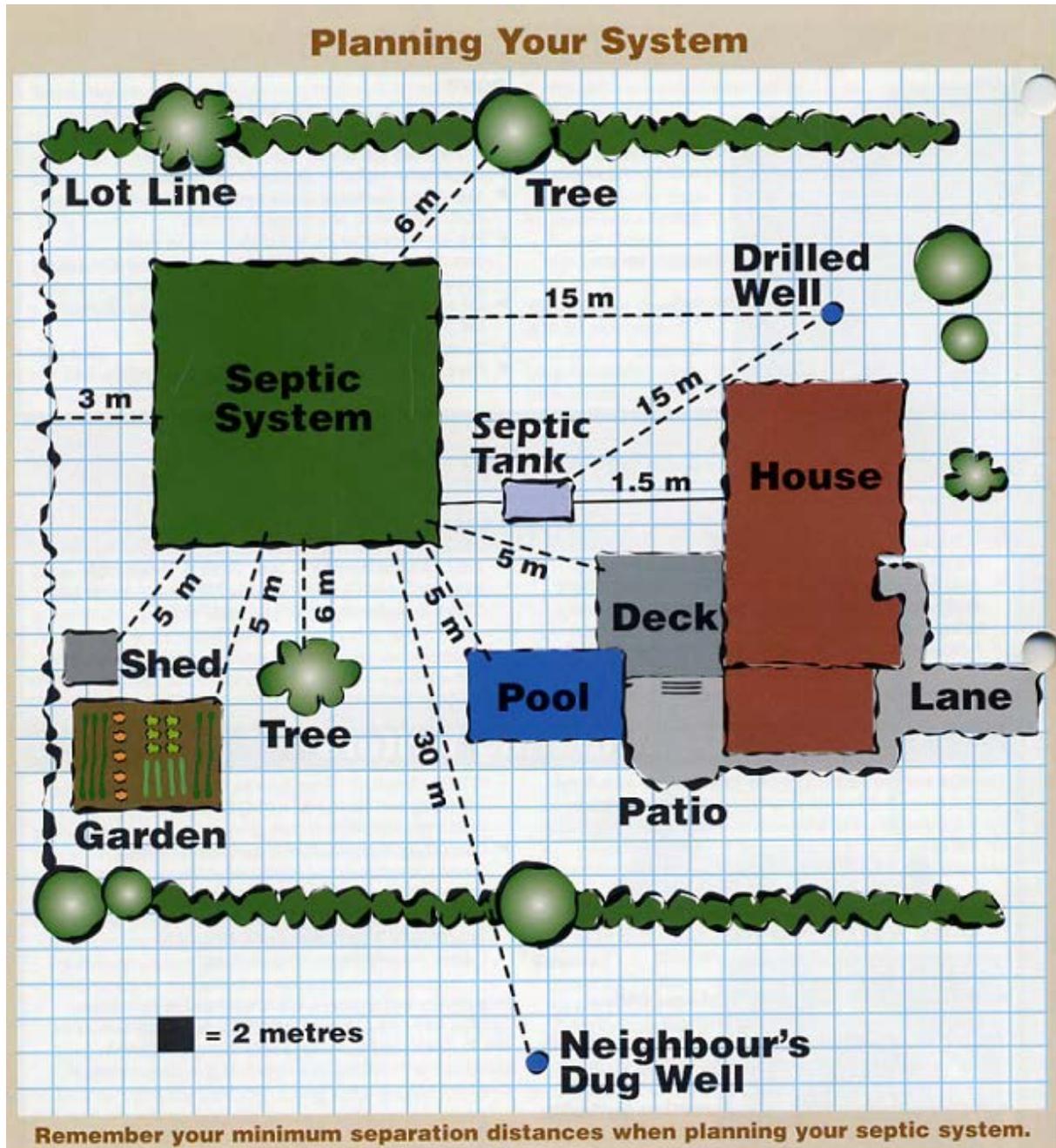
to prepare and submit the application for on my/our behalf to the Corporation of the Township of Rideau Lakes.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Owner(s) Signature

\_\_\_\_\_  
Date





	<u>LEGEND</u>
	<u>STRUCTURES</u>
	<u>NOTES</u>
	Drawn By: Date: