

Committee of Adjustment

Minor Variance Application Form

1. The application must be submitted to the Planning division a minimum of one week prior to the application submission deadline for review. The Planning division will confirm all necessary variances and ensure that the application is complete. The Planning Division may require a pre-consultation meeting. In addition, the applicant may be required to consult with the Risk Management Official (RMO) to ensure compliance with the Clean Water Act.
2. All questions on the application must be completed in full by the applicant or agent. The application must clearly explain the intent of the proposal. If a section does not apply write N/A. An incomplete application may be returned to the applicant or agent.
3. The applicant must submit the application and supporting documents in digital and hard copy format (1 original and 1 copy). The digital copy should be emailed to committeeofadjustment@orangeville.ca referencing the subject address in the subject line. Supporting documents, such as site plans or floor plans must clearly indicate the following information:
 - Boundaries of the property which are the subject of the application.
 - Location, size (dimensions including height), and type of all existing and proposed buildings and structures on the subject property, indicating the setbacks of the buildings and/or structures from the lot lines (front, rear, sides).
 - Location of all natural and artificial features on the subject property and on adjacent properties that, in the opinion of the applicant, may affect the application. Examples include buildings, railways, roads, watercourses, drainage ditches, wetlands, wooded areas, wells and septic tanks.
 - The current uses of land adjacent to the subject property.
 - Location, width, and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right-of-way.
 - Location and nature of any restrictive covenant or easement affecting the subject property.
 - The Committee of Adjustment may require that plans are signed by an Ontario Land Surveyor.
4. If the application is completed by an agent or solicitor, acting on behalf of the applicant, the Authorization Form attached to the application must be completed by the owner(s). If the applicant is a Corporation, the signing officer must affix the Corporation's seal over his/her signature.
5. If you require the complete application to be commissioned by a Commissioner at the Town, please make an appointment by contacting the Secretary-Treasurer at committeeofadjustment@orangeville.ca.

6. The complete application shall be submitted to the Secretary-Treasurer, Committee of Adjustment, 87 Broadway, Orangeville, Ontario, L9W 1K1 along with the applicable fee (cash or cheque) made payable to the Treasurer, Town of Orangeville. All fees are inclusive of HST.

Minor Variance Application Fee	\$1,158.25
Minor Variance – Legalize Existing Non-Conforming Application Fee	\$984.23
Request for Deferral (applicant initiated)	\$694.95
Credit Valley Conservation (CVC) Plan Review	\$489.00 (2026 fee)
Note: Applicable if property is located within a floodplain or adjacent to a conservation area.	(Cheque to be made payable to Credit Valley Conservation)

7. The Secretary-Treasurer will prepare a public notice sign which is to be posted on the subject land at least 10 days prior to the hearing date. The Secretary-Treasurer will contact the applicant or agent advising that the sign is ready to be picked up and installed. It is the applicant or agents' responsibility to post the sign. In addition to the sign being posted on the subject land, Committee of Adjustment staff will mail a public notice to every owner of land within 60 metres of the subject property. Once a decision has been made at the hearing, the Chair will advise when the applicant/owner can remove and dispose of the sign.

8. The Committee of Adjustment typically meets on the first Wednesday of every month at 6 p.m. in the Council Chambers at the Municipal Offices, 87 Broadway. Please see the Town's website for Committee of Adjustment meeting dates or contact the Secretary-Treasurer to confirm. Please note that all meeting dates and location are subject to change.

9. The applicant, owner or agent should attend the Committee of Adjustment Public Hearing to respond to any questions or concerns the Committee or members of the public may have.

Additional information may be obtained by contacting the Secretary-Treasurer, Committee of Adjustment, at (519) 941-0440, ext. 7303, or e-mail committeeofadjustment@orangeville.ca.



File No. _____

87 Broadway
Orangeville L9W 1K1
Telephone (519) 941-0440
Toll Free Line 1-866-941-0440
Fax (519) 941-9569

**Town of Orangeville
Committee of Adjustment
Application for**

Minor Variance s.45(1) or Special Permission s.45(2)

(Under section 45 of the Planning Act for relief from Zoning By-law 22-90 as amended)

1. **Name of Owner** _____
Telephone Number _____ Email _____
Address _____

2. **Name of Authorized Agent (if any)** _____
Telephone Number _____ Email _____
Address _____

Note: Unless otherwise requested, all communications will be sent to the agent, if any.

3. **Names and addresses of any mortgagees, holders or charges or other encumbrances:**

4. **Nature and extent of relief applied for:**

5. Why is it not possible to comply with the provisions of the by-law?

6. Legal description of subject land:

Lot Number(s) _____

Plan Number/Concession Number _____

Municipal Address _____

7. Dimensions of subject land:

Frontage _____

Depth _____

Area _____

8. Particulars of all buildings and structures on or proposed for the subject land:

Existing Building/Structures on subject land:

Type _____ Front lot line setback _____ Height _____

Rear lot line setback _____ Dimensions _____

Date Constructed _____ Side lot line setback _____ Floor area _____

_____ Side lot line setback _____

Type _____ Front lot line setback _____ Height _____

Rear lot line setback _____ Dimensions _____

Date Constructed _____ Side lot line setback _____ Floor area _____

_____ Side lot line setback _____

Proposed Buildings/Structures on subject land:

Type _____ Front lot line setback _____ Height _____

Rear lot line setback _____ Dimensions _____

Date Constructed _____ Side lot line setback _____ Floor area _____

_____ Side lot line setback _____

Type _____ Front lot line setback _____ Height _____

Rear lot line setback _____ Dimensions _____

Date Constructed _____ Side lot line setback _____ Floor area _____

_____ Side lot line setback _____

9. **Date of acquisition of subject land:**

10. **Existing uses of the subject land:**

11. **Length of time the existing uses of the subject land have continued:**

12. **Existing uses of abutting properties:**

13. **Municipal services available (check appropriate box or boxes):**

Water Connected

Sanitary Sewers Connected

Storm Sewers

14. **Present Official Plan designation applying to the land:**

15. **Present Zoning By-law provisions applying to the land:**

16. **Is the subject land the subject of an application under Section 51 or 53 of the Planning Act, R.S.O., 1990, as amended, for approval of a Plan of Subdivision or Consent?**

Yes No If yes, File No. _____

17. **Has the subject land ever been the subject of an application under Section 45 of the Planning Act, R.S.O. 1990, as amended, for approval of a Minor Variance?**

Yes No

If yes specify:

File No. _____ Decision: _____ Relief: _____

18. **Has the subject land ever been the subject of an application under the Planning Act, for an amendment to the Zoning By-law?**

Yes No If yes, File No. _____

Date of Passing of Zoning By-law _____ By-law No. _____

19. Drinking Water Source Protection Vulnerable Area(s):

Is the subject property located wholly or partially within a Wellhead Protection Area for Quality (WHPA-A, B, C, D, E, or ICA)? See map of Wellhead Protection Areas at: <https://orangeville.maps.arcgis.com/apps/InformationLookup/index.html?appid=33b73e8961504f26a5a0cef426c2f5a3>

- Yes* No (Proceed to question 20.)

*If **yes**, consult the Town's Risk Management Official (RMO) for more information: sourceprotection@orangeville.ca

You must obtain sign-off from the Risk Management Official (RMO) prior to proceeding with your application.

For Completion by the Risk Management Official

- Residential Exemption; no further action required
- Notice to Proceed pursuant to S.59 of the CWA, 2006 issued by RMO
- Letter confirming S.59 of the CWA, 2006 does not apply issued by RMO

Risk Management Official Initial: _____

20. Does the application propose additional impermeable areas (driveway extensions, parking lot area, roads, etc.), or additional rooftop area (building additions, accessory buildings etc.) on the subject property?

- Yes* No (Proceed to question 21.)

*If **yes**, consult the Planning Division to determine if there are any additional submission requirements: planning@orangeville.ca

You must obtain sign-off from the Planning Division prior to proceeding with your application.

<p>For completion by the Planning Division</p> <p><input type="checkbox"/> No further submission requirements, as confirmed by the Planning Division</p> <p><input type="checkbox"/> LID Brief / Memo Attached and submitted to the satisfaction of the Planning Division</p> <p>Planning Division Sign-off: _____</p>
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21. Does the owner of this parcel own any adjacent parcels of land. Yes No

Signature of Applicant, Solicitor or Authorized Agent

Dated at the _____ of _____

this _____ day of _____ 20_____.

If this application is signed by an agent, solicitor, or any other person than the owner of the subject land, written authorization of the owner must accompany the application. If the applicant is a corporation, the application shall be signed by an officer of the corporation and the corporation's seal shall be affixed. ("Authorization of Owner" form attached).

Personal information contained on this form is collected pursuant to Section 45 of the Planning Act, R.S.O.1990, c.P.13, and will be used for the purpose of responding to this application. Questions should be directed to the Secretary-Treasurer, of the Committee of Adjustment by:

Mail: Town Hall, 87 Broadway, Orangeville, ON, L9W 1K1

Telephone: 519-941-0440, ext. 2276

E-mail: committeeofadjustment@orangeville.ca

Declaration of Applicant or Authorized Agent

To be signed in the presence of a Commissioner for taking affidavits

I, _____ of the _____ of
_____ in the _____ of _____.

solemnly declare that:

All the 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.

Declared before me at the _____

of _____

in the _____ of _____

this _____ day of _____ 20_____.

**Signature of Applicant, Solicitor
or Authorized Agent**

Signature of Commissioner, etc.

Note: Information provided in this application will become part of a public record.

Authorization of Owner

I/We _____ (Name of Owner(s)),

hereby authorize _____
(Name of person or agent authorized to sign application)

to act as my Agent and sign the application form to the Committee of Adjustment for the Town of Orangeville, on my behalf, in respect to the premises known as (provide municipal address and legal description).

Dated this _____ day of _____ 20 _____.

Signature of Owner(s)

Per: _____

Signature of Signing Officer(s) and Corporation
Seal, if applicable

Permission to Enter

Secretary-Treasurer
Committee of Adjustment
Town of Orangeville
87 Broadway
Orangeville, ON L9W 1K1

Re: Application to the Committee of Adjustment

Municipal Address of Property: _____

Legal Description of Property: _____

I/We hereby authorize the members of the Committee of Adjustment and members of the staff of the Town of Orangeville to enter onto the above-noted property for the limited purposes of evaluating the merits of this application.

Permission is also hereby given to permit a Notice of Hearing sign to be posted on the property in advance of the scheduled Hearing. The applicant agrees to remove the Notice sign following the Hearing.

Dated this _____ day of _____, 20 _____.

Per: _____

Signature of Authorized Owner(s) or Agent

Per: _____

Signature of Signing Officer(s) and Corporation
Seal, if applicable