



**CORPORATION OF THE TOWN OF GRAVENHURST**  
**MINOR VARIANCE APPLICATION**

Effective: January 1, 2023

The fee for a Minor Variance Application to the Corporation of the Town of Gravenhurst Committee of Adjustment, for the zone classifications of By-law 10-04, as amended, shall be determined as follows:

**\$700.00** R-1, R-2, RC-4, RR-5, RW-6, RW-6A, RW-6B, RW-6C, RW-6D, RW-6F, RW-6F1, RB-7, RI-8, RI-8A, RI-8B, RI-8C, RI-8D, EP, OS, RU or

**\$913.00** R-3, RM-1, RM-2, C-1, C-1A, C-1B, C-2, C-2A, C-3, C-4, CC-5, CC-5A, CC-5B, C-6, CR-7, CW-8, CW-8A, CR-9, B-1, M-1, M-2, M-3, INST, REC. INST, MH, WL

Payable at the time a ***complete application*** is submitted.

The application fee may be paid by cash or credit card, however if the application fee is being paid by cheque or money order, such cheque or money order shall be made payable to: "Town of Gravenhurst"

***Note: A development charge may be payable prior to the issuance of a building permit.***

**APPLICATION FOR A MINOR VARIANCE TO THE CORPORATION OF THE  
TOWN OF GRAVENHURST COMMITTEE OF ADJUSTMENT**

***Submission of an application must be complete and shall consist of the following:***

1. The applicable application fee may be paid by cash or credit card, however, if the application fee is being paid by cheque/money order, such cheque/money order shall be made payable to the "Town of Gravenhurst".
2. One (1) original application form. ***All questions on the application form must be answered and the planning services agreement must be signed. Incomplete applications shall be returned to the applicant.***
3. If application is being submitted by a limited company or corporation, signature(s) must be under corporate seal, if applicable, or signed by an individual having authority to bind the corporation. Similarly, any authorization from a limited company or corporation shall be under corporate seal, if applicable, or signed by an individual having authority to bind the corporation.
4. **One (1) copy of a site plan (8-1/2" x 11") to a common metric scale (i.e. 1:100; 1:250; 1:500) is required. Please indicate the scale being used, identify the north arrow, and identify all dimensions in metric units. The site plan must indicate the following:**
  - (a) the boundaries and dimensions of the subject lands;
  - (b) the location, size, and type of all existing and proposed buildings on the subject lands, indicating the distance of the buildings from the front lot line, the rear lot line, and the side lot lines;
  - (c) the approximate location of all natural and artificial features on the subject lands and on the land that is adjacent to the subject lands that, may affect the application (i.e. - buildings, railways, transmission lines, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells, septic tanks, **including all vegetation within 20.0 metres of the shoreline**);
  - (d) the approximate location of any overhead or buried electrical conductor (i.e. hydro line);
  - (e) the location, width, and name of any roads within or abutting the subject lands, indicating whether it is a public traveled road, an unopened road allowance, a private road, or a right-of-way;
  - (f) the location and nature of any easements or right-of-ways affecting the subject lands;
  - (g) the current use(s) on the subject lands; and
  - (h) the use(s) of lands that are adjacent to the subject lands.
5. The Committee of Adjustment requires that all properties that are subject to an application be properly identified in accordance with the following:
  - (a) all buildings shall have the street number, if applicable, clearly displayed and the street number shall be visible from the street; and
  - (b) a sign (supplied by the Corporation of the Town of Gravenhurst Planning Department) shall be erected on the subject property approximately 1.0 m from ground level and shall be situated approximately 3.0 m from the front lot line or 3.0 m from the rear lot line for waterfront properties where the rear lot line abuts a public traveled road, a private road, or a right-of-way; such sign shall be erected once a **complete application** has been submitted to the Corporation of the Town of Gravenhurst Planning Department.
6. ***Failure to properly identify the subject lands may result in the deferral of the application to enable identification to take place.***
7. ***If a complete application (all questions answered on the application, signatures on the planning services agreement, one (1) copy of a site plan, and the applicable application fee) is not provided, the application form will be returned until it is complete.***
8. ***Please Note: All reports (i.e. Environmental Impact Study, etc.), must be submitted in a Digital Format and hard copy.***

**ADDITIONAL INFORMATION REGARDING THIS APPLICATION MAY BE OBTAINED BY CONTACTING THE CORPORATION OF THE TOWN OF GRAVENHURST DEVELOPMENT SERVICES DEPARTMENT - PLANNING**



THE TOWN OF GRAVENHURST

APPLICATION FOR:

- MINOR VARIANCE
- SITE PLAN AGREEMENT
- ZONING AMENDMENT
- DEEMING BY-LAW

**FOR OFFICE USE ONLY:**

Application No.: \_\_\_\_\_ Roll No.: \_\_\_\_\_

Official Plan Designation: \_\_\_\_\_ Zoning: \_\_\_\_\_

Received by: \_\_\_\_\_ Fee: \_\_\_\_\_ Receipt No.: \_\_\_\_\_

Assigned to: \_\_\_\_\_ **DATE STAMP – RECEIVED:** \_\_\_\_\_

Date application accepted as complete: \_\_\_\_\_

**All application questions must be answered and the Planning Services Agreement must be signed by all registered owners. Incomplete applications shall be returned to the applicant (please type or print in ink).**

1. Registered Owner(s): \_\_\_\_\_
2. Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_
3. Phone (Home): \_\_\_\_\_ (Business): \_\_\_\_\_ (Cell): \_\_\_\_\_ (Fax): \_\_\_\_\_
4. Email: \_\_\_\_\_
5. Agent: (if applicable) \_\_\_\_\_
6. Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_
7. Phone (Home): \_\_\_\_\_ (Business): \_\_\_\_\_ (Cell): \_\_\_\_\_ (Fax): \_\_\_\_\_
8. Email: \_\_\_\_\_
9. Name of any mortgages, charges, or other encumbrances in respect of the subject lands: **(applicable for Zoning Amendment and Deeming By-law applications only)** \_\_\_\_\_
10. Address of Subject Lands: \_\_\_\_\_
11. Current Zoning of the Subject Lands: \_\_\_\_\_
12. Current Official Plan Designation of the Subject Lands: \_\_\_\_\_

13. Nature and extent of (i) relief from Zoning By-law or ii) rezoning being requested:  
**(Applicable for Minor Variance and Zoning Amendment applications only).**

---

---

---

---

---

---

---

---

14. Reason why (i) relief from zoning by-law or (ii) rezoning is being requested:  
**(Applicable for Minor Variance and Zoning Amendment applications only).**

---

---

---

---

---

---

---

---

15. Legal description of subject lands: (lot, concession, township, registered or reference plan, municipal address)

\_\_\_\_\_

16. Dimensions of subject lands: **(complete in metric units)** Area: \_\_\_\_\_ Frontage: \_\_\_\_\_

17. Access to subject lands: \_\_\_\_\_

18. Type of Access:  Year Round  Municipally Maintained Road  Seasonally Maintained Road  Other

19. If access is by water: (parking and docking facilities used or to be used **and** distance of such facilities from subject lands): \_\_\_\_\_

20. Existing use(s) of subject lands: \_\_\_\_\_

21. Particulars of existing building(s) on subject lands: (specify the following: type; building floor area; front, rear, and side yard setbacks; and height) **(this information may be indicated on a site plan - please use metric units):**

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

22. Proposed use(s) of subject lands: \_\_\_\_\_

23. Particulars of proposed building(s) on subject lands: (specify the following: type; building floor area; front, rear, and side yard setbacks; and height) **(this information may be indicated on a site plan - please use metric units):** \_\_\_\_\_

\_\_\_\_\_

24. Date the subject lands were acquired by the current owner: \_\_\_\_\_

25. Date the existing building(s) was constructed on the subject lands: \_\_\_\_\_

26. Length of time the existing use(s) on the subject lands have continued: \_\_\_\_\_

27. Services

a) Municipal services provided: (please state water source, sewage disposal system, and storm drainage system: \_\_\_\_\_

**b) Please provide the following information if on existing or proposed private sewage disposal system:**

1. Existing or proposed building floor area: \_\_\_\_\_

2. Total number of bedrooms: \_\_\_\_\_

3. Total number of plumbing fixtures: \_\_\_\_\_

**NOTE: (1)** The provision of this information does not ensure the issuance of a septic approval permit.

**(2)** If the above information is not completed, the site assessment will be based on a proposed building consisting of: 4 Bedrooms, 20 Fixture Units (Maximum), & 200 Square Metres Finished Floor Area (Maximum).

If known, have these lands been subject to any of the following development applications: Minor Variance; Zoning Amendment; Deeming By-law; Site Plan Agreement; Shore Road/Road Closing; Plan of Subdivision / Condominium; Severance/Consent;

If so, please specify type of application and File No.: \_\_\_\_\_

**AUTHORIZED AGENT**

I/We \_\_\_\_\_ am/are the owner(s) of the subject lands for which this application is to apply. I/We do hereby grant authorization to \_\_\_\_\_ to act on my/our behalf in regard to this application.

\_\_\_\_\_ Date

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

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

**DECLARATION OF OWNER(S) OR AUTHORIZED AGENT**

I/We \_\_\_\_\_ of the Town / City of \_\_\_\_\_ in the District / County of \_\_\_\_\_

solemnly declare that all of the above statements and the statements contained in all of the exhibits submitted herewith as part of this application are true, and I/we 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.

Declared before me at the Town / City of \_\_\_\_\_ in the District / County of \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_ A Commissioner of Oaths, etc.

\_\_\_\_\_ Signature of Owner(s) or Authorized Agent

\_\_\_\_\_ Signature of Owner(s) or Authorized Agent

This information has been collected in accordance with the Planning Act, R.S.O. 1990, Chapter P.13, and the Municipal Act, R.S.O. 1990, Chapter M.45. This information is to be used solely for the purpose of administering this application.

**For further information, please contact the Planning Department at 3-5 Pineridge Gate, Gravenhurst, Ontario, P1P 1Z3 Office: Tel. (705) 687-3412 & Fax (705) 687-7016.**

**PERMISSION TO ENTER**

I hereby authorize the members of the Town of Gravenhurst Council, and members of the staff of the Town of Gravenhurst to enter upon the subject lands and premises for the limited purpose of evaluating the merits of this application. This is their authority for doing so.

\_\_\_\_\_  
\_\_\_\_\_  
Signature of Owner(s) or Authorized Agent

The subject property must have the appropriate municipal address, or other adequate identification conspicuously posted on the subject lands. The proposed location of proposed additions, buildings or structure subject to this application must be clearly marked or flagged. Failure to comply may result in a deferral of the application.

*The planning services agreement must be signed by the owner(s) of the subject lands.*

**PLANNING SERVICES AGREEMENT**

Between

**The Corporation of the Town of Gravenhurst** (hereinafter called the Town)

-and-

\_\_\_\_\_  
Owner(s) (hereinafter called the Applicant)

**WHEREAS THIS AGREEMENT** is entered into pursuant to the provisions of the Fees By-law of the Town of Gravenhurst:

**1. THIS AGREEMENT WITNESSES THAT IN CONSIDERATION OF THE MUTUAL COVENANTS SET OUT BELOW, THE PARTIES AGREE AS FOLLOWS:**

The Applicant agrees to provide the Town with the following:

- (a) any information in the Applicant's possession concerning the planning aspects of the application;
- (b) all surveys, drawings, sketches, or plans, as required for the processing of the application; and
- (c) the applicable application fee(s) as prescribed by the Town of Gravenhurst Fees By-law.

**2. WHEREAS AN APPEAL HAS BEEN RECEIVED FROM AN APPELLANT OTHER THAN THE APPLICANT TO ANY OF THE FOLLOWING:**

An application for a minor variance, a zoning by-law amendment, an official plan amendment, a consent application, or a deeming by-law; **AND** if the Ontario Land Tribunal is required, **THEN** a deposit of \$2,123.00 shall be submitted to the Town by the Applicant prior to the submission of the request for approval to the Ontario Land Tribunal (this amount shall be for all fees and disbursements paid to the Town's solicitor and expert witnesses called to testify by the Town and for all disbursements incurred by the Town in connection with the application). Any surplus funds shall be refunded to the Applicant following final approval of the application. Should the costs referred to above exceed \$2,123.00, the Applicant shall reimburse the Town for all such costs.

3. The Town agrees to process the application in accordance with the requirements of the Planning Act, R.S.O. 1990, Chapter P.13.

4. Where the Town finds it necessary to make extensive use of professional assistance in preparation for the Ontario Land Tribunal, or where the Hearing is of more than two (2) days in duration, the Town may submit to the Applicant, and the Applicant agrees to pay promptly, interim accounts from time to time in respect of all reasonable expenses incurred by the Town, payment for which have been made by the Town or invoices for which have been received by the Town.

**IN WITNESS WHEREOF** the Applicant and the Town has caused its corporate seal to be affixed over the signature of its respective signing officers.

**SIGNED, SEALED, AND DELIVERED** in the presence of:

_____ )	Per: _____
Witness )	
_____ )	Per: _____
Witness )	Signature of Owner(s)
_____ )	
Date )	
_____ )	The Corporation of the Town of Gravenhurst
_____ )	
_____ )	Per: _____
Date )	Director of Development Services

**LOCATION PLAN OF:**

**(Applicant's Name)**

**Part of Lot \*\*, Concession \*\* (Lake)**

**in the former Township of \*\***

**now in the Town of Gravenhurst**

**District Municipality of Muskoka**

**Being Lot \*\*, Plan \*\***

**Municipally known as \*\***

**Roll No.: \*\***

**Scale:**

**(Must be a common Metric Scale**

**i.e. 1:50; 1:100; 1:250, etc.)**

**SAMPLE BUILDING LOCATION PLAN**

