

## MINOR VARIANCE GUIDE AND APPLICATION REQUIREMENTS

### What is a Minor Variance?

A minor variance is a minor amendment to the zoning by-law for a particular building or property (e.g., a building is to be built 13 feet from the side lot line instead of the required 15 feet). It may also be for an expansion of a legal non-conforming use.

What constitutes whether an application is minor or not is up to the Committee of Adjustment. The application must maintain the intent of the Official Plan and the zoning by-law, be minor in nature, and be desirable for the appropriate development of the land or building.

An application is submitted and circulated to certain agencies and neighbours. The application is considered by the Committee of Adjustment and usually a decision is made at the hearing. Conditions of the variance may also be imposed.

Please be advised that an application once deemed complete will be circulated to all property owners within 400 feet of the subject property. It is highly recommended that you contact your neighbouring property owners in advance of this circulation to discuss your proposal.

### Items To Be Considered when Reviewing Minor Variance Applications:

- i) compatibility with neighbouring development
- ii) visual impact
- iii) environmental concerns (but not to the same extent as Official Plan Amendments or Zoning By-law Amendments)
- iv) impact on neighbouring properties
- v) consistency in decisions
- vi) intent of Official Plan and zoning by-law

### **A pre-consultation is highly recommended before submitting a Minor Variance Application.**

When you submit your application [through CloudPermit](#), you will automatically be taken through the pre-consultation process.

### Submissions Requirements:

1. Completed application form authorized by landowner (and signed in front of a Commissioner).

2. Application Fees:

\$1400.00 Minor Variance

\$450.00 Amended Application

\$700.00 When in Conjunction with a Severance Application

**\*\* Additional administrative processing fee:** Where an approval under the Planning Act is sought for development which exists or is under construction, and is in contravention of the requirements of the Township, an additional administrative / processing fee in the amount of 75% of the respective application fee, as defined herein, shall be required at the time of submission of the application.

3. Plot Plan (survey, where necessary) showing:

- i) location of property
- ii) property boundaries
- iii) north arrow, scale (1" = 50' or larger, in a multiple of 10)
- iv) location of existing and proposed buildings (including setbacks from property lines)
- v) roads, rights of way, driveways, parking area
- vi) all site services (ie. hydro, septic)
- vii) existing terrain features (i.e., rock outcrops, vegetation, steep slopes, drainage)
- viii) adjacent land use and location of closest buildings
- ix) building elevations (where required)

A digital copy of the sketch is to be uploaded in the [CloudPermit](#) Application workspace.

**LENGTH OF TIME FOR APPROVAL:** Applications are scheduled according to when a complete application is received. Once Committee of Adjustment has heard the application and made a decision, there is a 20 day appeal period.

If you have any problems [submitting through CloudPermit](#), please email the Planning Division at [planning@muskokalakes.ca](mailto:planning@muskokalakes.ca).

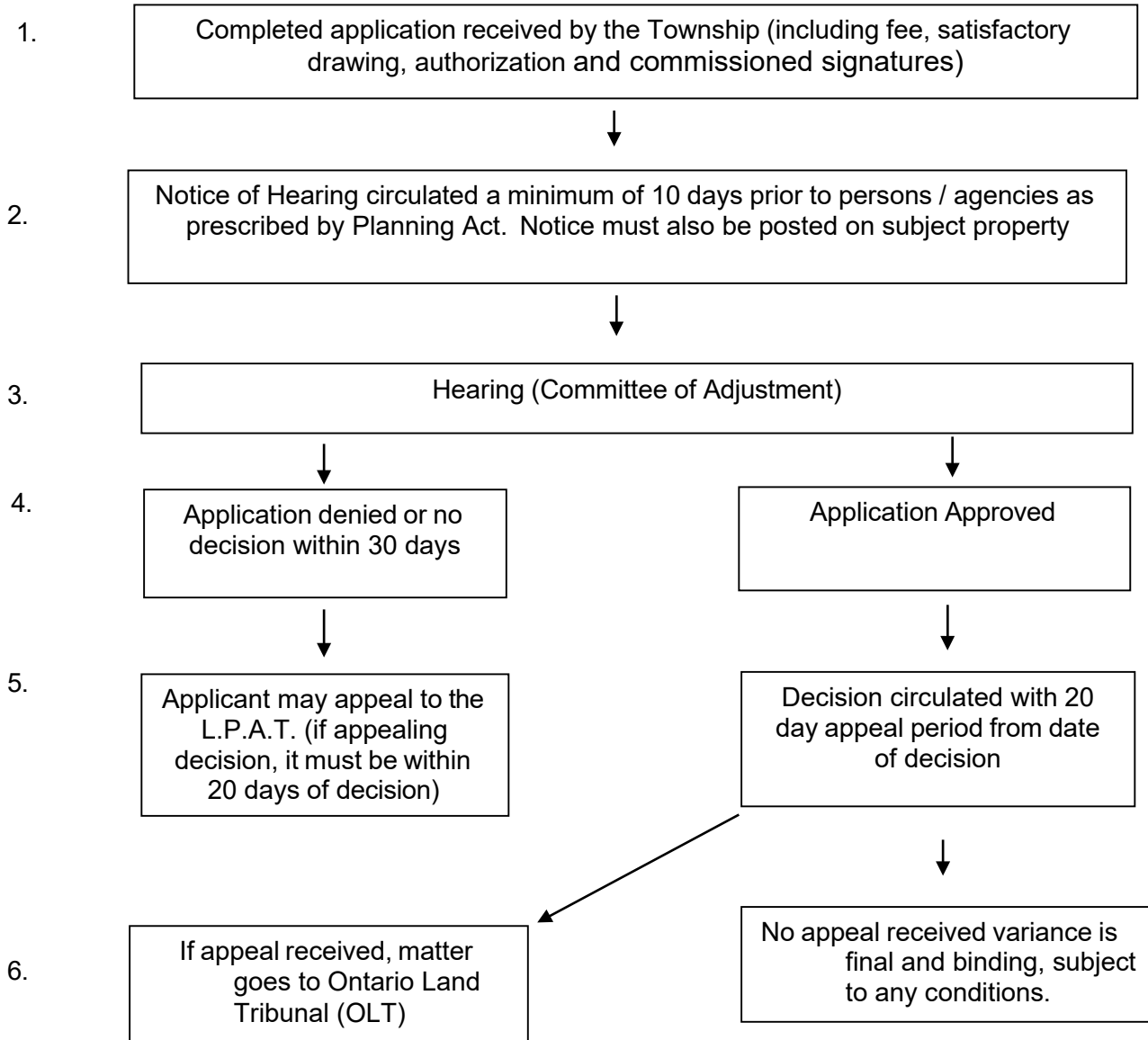
**PLEASE BE ADVISED THAT APPLICATION FORMS, DRAWINGS, AND FEES SUBMITTED MUST BE CONSIDERED ACCURATE AND COMPLETE BY PLANNING STAFF, OTHERWISE THEY WILL BE RETURNED TO THE APPLICANT AND A PLACE WILL NOT BE RESERVED ON THE NEXT AVAILABLE AGENDA.**

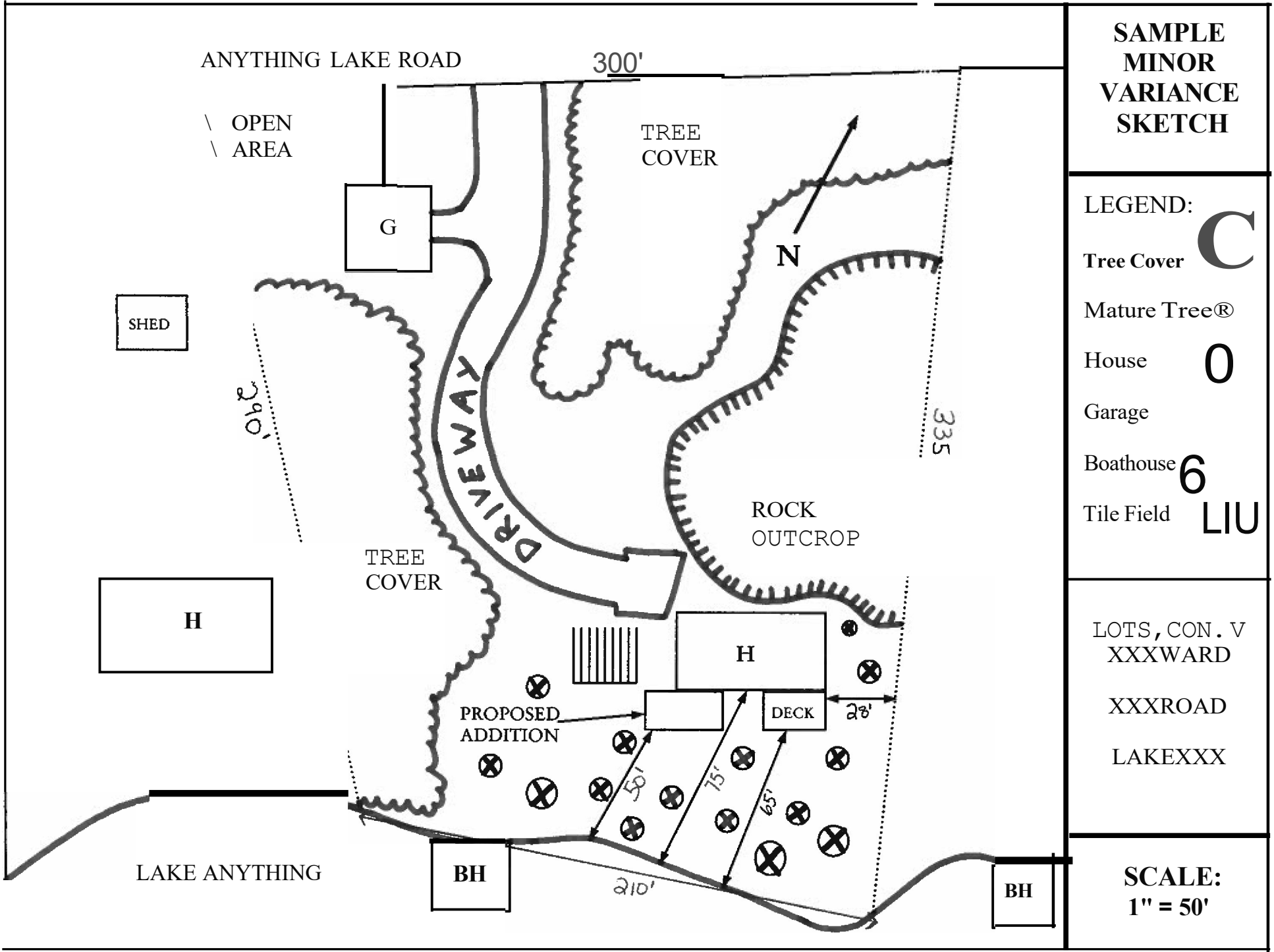


# THE CORPORATION OF THE TOWNSHIP OF MUSKOKA LAKES

1 Bailey Street, P.O. Box 129, Port Carling, Ontario P0B 1J0

## TOWNSHIP OF MUSKOKA LAKES MINOR VARIANCE PROCEDURE





**SAMPLE  
MINOR  
VARIANCE  
SKETCH**

- LEGEND:**
- Tree Cover **C**
  - Mature Tree® **0**
  - House **0**
  - Garage
  - Boathouse **6**
  - Tile Field **LIU**

LOTS, CON. V  
 XXXWARD  
 XXXROAD  
 LAKEXXX

**SCALE:**  
 1" = 50'