

# MUNICIPALITÉ • EAST FERRIS • MUNICIPALITY



390 HIGHWAY 94, CORBEIL, ONTARIO P0H 1K0  
TEL.: (705) 752-2740 FAX.: (705) 752-2452

## **AN APPLICATION FOR MINOR VARIANCE MAY BE REQUIRED IF:**

- The proposal does not meet the requirements of the implementing zoning by-law

## **PLEASE READ PRIOR TO SUBMITTING AN APPLICATION FOR MINOR VARIANCE**

- A) If this application is signed by an agent or solicitor on behalf of the applicant, written authorization of the owner(s) 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. This application will NOT be processed without this authorization.**
- B) It is required that three (3) copies of the application be filed together with sketches with the secretary-treasurer of the Municipality of East Ferris and be accompanied by a fee of \$800.00 in cash, debit, or by cheque made payable to the Municipality of East Ferris.**
- C) Required Sketch (located on page 7 of the Application Form):  
Each application must be accompanied by a sketch showing:**
- the boundaries and dimensions of the subject land in metric units;
  - the location, size and type of **ALL** the **EXISTING and PROPOSED** building(s) or structure(s) (e.g. decks, sheds, main building etc.) on the subject land, indicated the distance of the building(s) or/and structure(s) from the front yard lot line, rear lot line, and the side lot lines in metric units;
  - the approximate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application. Examples include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks;
  - the current uses on land that is adjacent to the subject lands (e.g. residential, agricultural, cottage, etc.);
  - the location, width and names of all road allowances, rights-of-way, street or highway within or abutting the property, indicating whether they are publically travelled roads, private roads, rights-of-way or unopened road allowances;

- the location and nature of any restrictive covenant or easement affecting the subject land;
- the location of the parking and boat docking facilities to be used if access to the subject lands is by water only; and,
- Position of North Arrow and True North.

**DO:**

- Use ink (preferably black ink)
- Use a ruler
- Provide correct dimensions and setbacks
- Provide a sketch to scale

**DO NOT:**

- Use pencil
- Use paper larger/smaller than 8.5 X 11
- Use grid/line paper (the sketch must be drawn on a clean and clear 8.5 X 11 white sheet of paper)
- Submit drawings that have been hand drawn on a legal survey or copy of a legal survey

Sketches that are unacceptable will be returned.

**D) Before submitting the application, please ask yourself/yourself:**

- Is the application complete?
- Have I/We answered all of the questions to the best of my/our knowledge?
- Are there any questions I/We have for Planning & Development Department Staff prior to submitting the application?
- Have I/We consulted Planning & Development Department Staff?
- Have I/We provided a sketch with the criteria outlined above?
- Have I/We signed all the appropriate areas?
- Have I/We submitted the cash or cheque of the appropriate amount with the application?

**E) Pre-consultation prior to submitting an application is encouraged. Please note that pre-consultation with the following Individuals/ Departments/ Agencies may include but is not limited to the following:**

- Municipality of East Ferris Planning & Development Department: Community Planner.
- Municipality of East Ferris Public Works Department: Municipal Engineer (if your property abuts a Municipal Public Road).
- Ministry of Transportation (If your property abuts a Provincial Highway).
- The North Bay-Mattawa Conservation Authority.