

**LETTER OF AUTHORIZATION  
(SAMPLE)**

(date)

TOWNSHIP OF MALAHIDE  
87 John St. S.  
Aylmer, ON N5H 2C3

Attention: **Eugenio DiMeo, Director – Community and Corporate Services**

Dear Mr. DiMeo

Re: **Application for (application type)**  
**John Doe – 1234 Concession Road**

I am the registered owner of the lands which are the subject of the above described application. Please consider this correspondence as my authorization for ..... (name) ..... to act on my behalf on all matters with respect to the accompanying application as well as any related planning applications.

Yours truly,

John Doe

Township of Malahide  
Application for Minor Variance

## ASSOCIATED PLANNING COSTS

The Application fee paid is a **deposit** towards the actual costs which shall be incurred by the Township during the review and approval process.

The Applicant will be billed for the difference between the actual costs incurred and the deposit. If the deposit exceeds the actual cost, a refund will be made.

There is **no guarantee** that any application considered will be approved. An Applicant can spend his (her) money for the planning review process and still not be able to do what they desire.

Basic steps are established in the Planning Act and associated regulations. They include: a notice, review, consultation, public meeting, and Council decision. Major amendments will be subject to a more demanding and complex planning review process which will be reflected in the final costs paid.

Fees shall be based on municipal staff time, consultant fees (planners) and associated costs and disbursements needed to carry out the review of the planning application. **Basically, all costs from the conception of the application up to the decision of Council including posting notification are at the expense of the Applicant. If you wish to discontinue, you must notify the Township in writing and you will be responsible for all costs to that time and any costs to terminate the process you have set in motion.**

### Example – 2014 Costs

Municipal Staff billed out at following rates (subject to change)

CAO/Clerk: \$ 90.07 per hour

Department Clerk: \$ 42.58 per hour

Other: Disbursements including advertising, fax, photocopies, postage, prints, mileage, delivery service, telephone calls, etc.

Consultant fees billed out at following rates (Subject to change)

Principal Planner II: \$125.00 per hour

Senior Planner: \$80.00 per hour

Other: Disbursements including advertising, fax, photocopies, postage, telephone calls, delivery service, prints, mileage, special reports, etc.

FURTHER to my signed Affidavit, I acknowledge that there are associated costs for this application and agree to accept the Planners bills as rendered. All accounts are due when rendered. All overdue amounts are subject to penalty of 18% per annum.

---

Registered Owner/Authorized Agent

# APPLICATION FOR MINOR VARIANCE OR FOR PERMISSION

Planning Act, R.S.O. 1990, O.Reg 200/96 as amended

The undersigned hereby applies to the Committee of Adjustment for the

## ***TOWNSHIP OF MALAHIDE***

under Section 45 of the Planning Act, R.S.O. 1990 for relief, as described in this application, from By-Law No. 05-27 Township of Malahide.

### **1. OWNER(S)**

- a) Name \_\_\_\_\_
- b) Mailing Address \_\_\_\_\_
- c) Telephone No. \_\_\_\_\_
- d) Fax No. \_\_\_\_\_

### **2. SOLICITOR / AUTHORIZED AGENT**

- a) Name \_\_\_\_\_
- b) Mailing Address \_\_\_\_\_
- c) Telephone No. \_\_\_\_\_
- d) Fax No. \_\_\_\_\_

### **3. LOCATION OF LAND**

- a) Lot and Plan or Concession No. \_\_\_\_\_
- b) Street No. and Name \_\_\_\_\_

**4. Names and address of any mortgages, holders and charges or other encumbrances:**

**Name:**                      **Address:**

---

---

---

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

---

---

---

**6. Why is it not possible to comply with the provisions of the Bylaw?**

---

---

**7. Dimensions of the land affected:**

a) Frontage (m)

---

b) Depth (m)

---

c) Area (sq.m / ha)

---

**8. Particulars of all buildings and structures on or proposed for the subject land (specify ground floor area, gross floor area, number of storeys, width, length, height, etc.)**

a) Existing

---

---

b) Proposed

---

---

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

**10. Date of construction of all buildings and structures on subject lands:** \_\_\_\_\_

---

**11. Existing uses of the subject property:**

---

---

**12. Length of time and existing uses to the subject property have continued:**

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

- a) North \_\_\_\_\_
- b) East \_\_\_\_\_
- c) South \_\_\_\_\_
- d) West \_\_\_\_\_

**14. Services available (check appropriate space(s))**

- a) Method of Water Supply (if applicable)  
Public Water Supply System  Private Individual Well   
Private Communal Well  Other (please specify) \_\_\_\_\_
- b) Method of Sanitary Waste Disposal (if applicable)  
Private Septic Tank and Tile Field System  Private Communal System   
Other (please specify) \_\_\_\_\_

**15. Applicable Official Plan designation(s):** \_\_\_\_\_

**16. Applicable Zoning By-law zone(s):** \_\_\_\_\_

**17. Has the owner previously applied for a minor variance in respect to the subject property?**

- a) Yes  No

If Yes, describe briefly:

---

---

**18. Is the subject property the subject of a current application of consent / severance?**

- Yes  No

**STATUTORY DECLARATION**

I, \_\_\_\_\_ of the \_\_\_\_\_  
(Name of Applicant) (City, Municipality, Town, Township)

in the \_\_\_\_\_  
(County / District / Region)

**SOLEMNLY DECLARE THAT** the information provided in this application as required under Section 45 of the Planning Act R.S.O. 1990 and Ontario Regulation 200 / 96 as amended is true.

**AND** I make this solemn Declaration conscientiously believing it to be true, and knowing that it is of the same force and affect as if made under oath.

**DECLARED** before me

\_\_\_\_\_)  
(City, Municipality, Town, Township)

in the \_\_\_\_\_)  
(County / District / Region)

\_\_\_\_\_  
Signature of Applicant or  
Authorized Agent \*

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ )

A Commissioner, etc. )

\* If authorized agent, a letter from the owner of the property must accompany this application.

**APPLICATION FEE** to accompany \$2,000.00, payable to the Township of Malahide.

### Municipal Freedom of Information Declaration

In accordance with the provisions of the Planning Act, it is the policy of the Township Planning Department to provide public access to all development applications and supporting documentation.

Personal information contained on this form is collected pursuant to the Planning Act, R.S.O. 1990, O.Reg 200/96 as amended and will be used for the purpose of determining permission for minor variance. The personal information collected will be maintained in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, as amended.

In submitting this development application and supporting documentation, I \_\_\_\_\_, the owner/authorized applicant, hereby acknowledge the above-noted policy and provide my consent, in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, that the information on this application and any supporting documentation provided by myself, my agents, consultants and solicitors, will be part of the public record and will also be available to the general public.

I hereby authorize the Township of Malahide to post a Change of Use sign and municipal staff to have access to the subject site for purposes of evaluation of the subject application.

Signature		Day	Month	Year
Signature		Day	Month	Year

**REQUIRED SKETCH FOR MINOR VARIANCE APPLICATIONS**

**APPLICANT NAME**

---

**ADDRESS**

---

---

**Lot**

---

**Concession**

---

**Municipality**

---

**Registration Plan No.**

---

**Quarter of Township Lot**

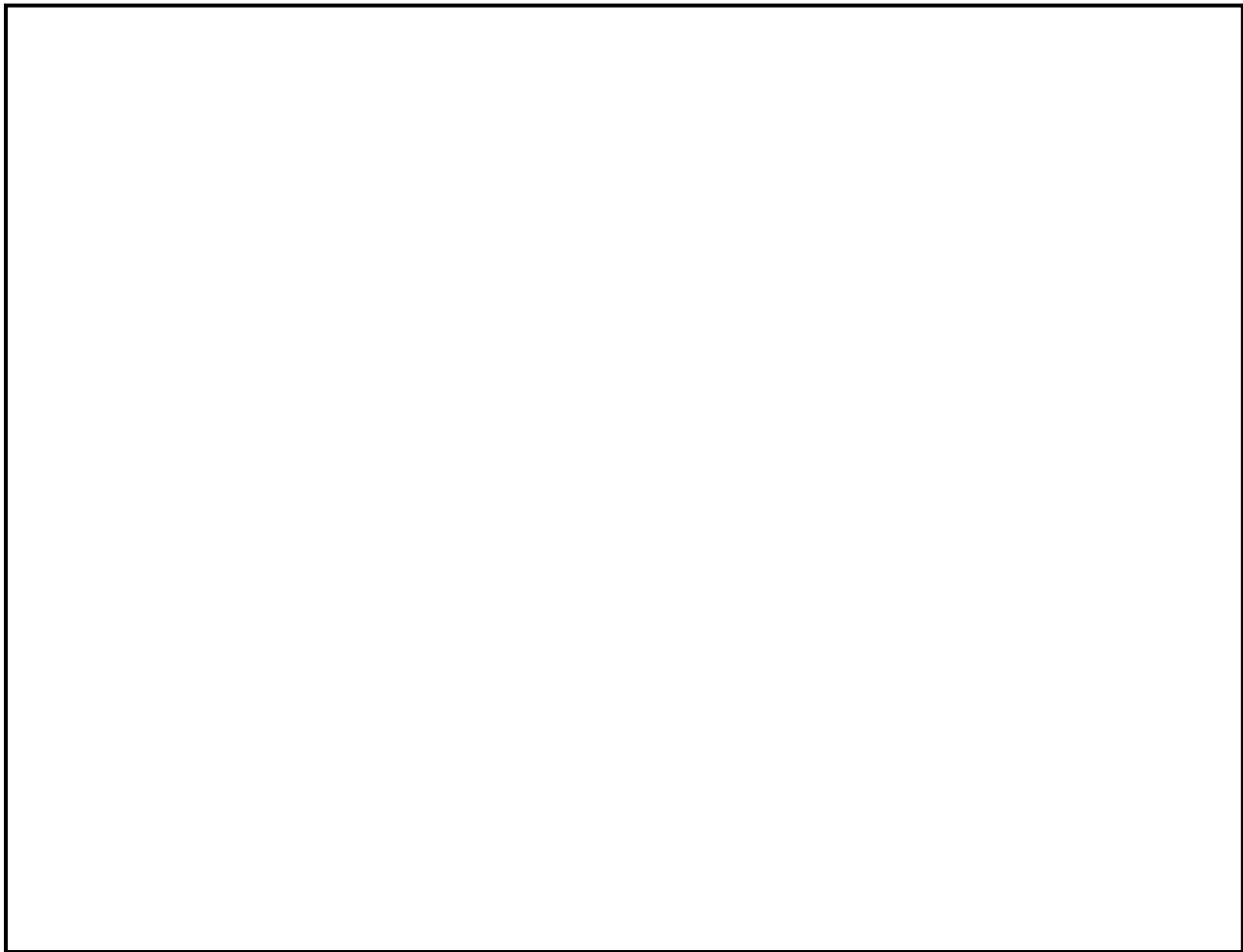
**N.E.**

**N.W.**

**S.W.**

**S.E.**

**See Sketch Instructions on the following page.**



RETURN THIS SKETCH WITH APPLICATION FORM -  
NOTE: WITHOUT A SKETCH AN APPLICATION CANNOT BE PROCESSED

**ALL DIMENSIONS MUST BE IN METRIC**



## SKETCH INSTRUCTIONS

A sketch showing the following:

- i) The boundaries and dimensions of the subject lands.
- ii) The location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings or structures from the front yard lot line, rear yard lot line and the side yard lot lines.
- iii) 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.
- iv) The current uses on land that is adjacent to the subject lands.
- v) The 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.
- vi) If access to the subject land is by water only, the location of the parking and docking facilities to be used.

**NOTE:** Use a separate sheet of paper for the sketch if required.