



## 2026 MINOR VARIANCE APPLICATION

**\*\*FOR OFFICE USE ONLY\*\***

Date Received:	Date Accepted:	Fee Paid:	File Number:

### **INSTRUCTIONS**

#### **Pre-Consultation and Consultation with Neighbours**

Consultation with Township Staff and External Government Agencies prior to the submission of a formal application is strongly encouraged to determine submission requirements. Please review the Pre-Consultation Application Form at the following link: <https://www.northdumfries.ca/en/doing-business/planning-application-forms.aspx>

Early consultation with neighbours is encouraged to identify and/or resolve potential concerns.

#### **2026 Application Fees – Township of North Dumfries**

Please see Township Fee By-law for details. The following is a summary of application fees.

<b>Required as Part of a Complete Application</b>	
Minor Variance Application	\$1,415
2 <sup>nd</sup> or additional Public Meeting	\$925
Recirculation of File to Agencies	\$840

#### **Submission Checklist for Application**

- ☐ Township of North Dumfries Application Fee(s)
  - Additional fees may apply as per the Township Fee By-law, such as re-circulation of the file or if an additional public meeting is required
- ☐ Other Agency Fees may also be required (Region of Waterloo, GRCA etc.)
- ☐ Digital Copy of Original Application Form with original signature(s).
  - ☐ Agent Authorization
  - ☐ Affidavit or sworn declaration by the applicant
  - ☐ Region of Waterloo Environmental Site Screening Questionnaire.
- ☐ Articles of Incorporation will be required for Incorporated Companies.
- ☐ Digital copies of drawings, plans and other documentation supporting the application:
  - Illustrating all dimensions of the land involved in the variance requested, the location of all existing and proposed buildings and/or structures in relation to the front, rear and side yard lot boundaries and the relation to all buildings and/or structures on adjoining properties. Proposed buildings and/or structures must be clearly identified.
  - All natural and artificial features on the subject lands and on adjacent lands that may affect the application (e.g. buildings, railways, roads, watercourses, ditches, culverts, wetlands, wooded areas, wells and septic tanks).
  - The location and name of any roads, road allowances, rights of way and/or easements within or abutting the subject lands.
  - Elevation plans for front, rear and side elevations with all dimensions. Must include materials and colours. Provide a photograph of what is proposed, if feasible.



- A Planning Justification Report and other studies may be required.
- Digital Copy of Notice of Water Source Protection Plan Compliance (more information available at (<https://taps.regionofwaterloo.ca/Html5Viewer/index.html?viewer=taps/>))

It may be determined during the review of the formal application submission that technical studies and/or information are required as a result of issues arising during the processing of the application. The applicant will be required to provide all technical studies and necessary information in addition to peer review fees if required, as part of the application at their own expense.

### **Procedure**

The procedure to process a Minor Variance Application is as follows:

- Planning staff review the application for its completeness and accuracy. Incomplete applications will not be accepted, and the applicant will be notified by staff of any deficiencies. Once the application is reviewed for completeness, an Invoice for payment will be issued by Staff to the applicant for payment. Please do not submit payment before Staff have had an opportunity to review the application for completeness.
- Applicants are encouraged to review the attachment at the end of the application form, which details the schedule of submission dates for 2026. Applications must be submitted to the Township at least 30 days prior to the desired Committee of Adjustment meeting date to ensure timely processing.
- Planning staff prepare a circulation to other departments and agencies.
- A Notice Sign for the Public Meeting will be posted on the property by Township staff.
- A Notice of Public Meeting will be mailed to all owners within 120 m of the subject lands.
- A Public Meeting will be held through the Committee of Adjustment. A staff report and presentation will be completed as part of the Committee of Adjustment Hearing. Meetings are typically on the last Tuesday of every month. It is recommended that the applicant make a presentation at the Public Meeting. Members of the Committee of Adjustment and anyone at the meeting will have an opportunity to ask questions.
- If necessary, a 2<sup>nd</sup> Public Meeting will be held.
- A Planning Staff Recommendation Report, recommending refusal, approval, or approval subject to conditions, will be prepared for consideration by the Committee of Adjustment.
- Once a decision is made by the Committee of Adjustment, the Township will issue a Notice of Decision. Every application is subject to an appeal period to the Ontario Land Tribunal (20 days).
- If no appeals are received, a Declaration of No Appeals will be issued by the Township.

### **Release of Public Information**

The applicant acknowledges that the Township considers the application forms and all supporting materials, including studies and drawings, filed with any application to be public information and to form part of the public record. By filing an application, the applicant consents to the Township photocopying, posting on the Internet and/or releasing the application and any supporting materials either for its own use in processing the application or at the request of a third party, without further notification to or permission from the applicant.



**2026 MINOR VARIANCE APPLICATION FORM**

Date of Application

**PART A – SITE ADDRESS AND LEGAL DESCRIPTION**

Civic Address

Assessment Roll Number(s)

Lot/Block and Concession

Registered Plan

Reference Plan

Are there any easements or restrictive covenants affecting the subject land?

If yes, describe it and its effect.

**PART B – APPLICANT INFORMATION**

	Name and Address		Phone / E-mail	
<b>Registered Owner</b>	Name:		Phone:	
	Address:		E-mail:	
	City/Province:			
	Postal Code:			
<b>Applicant/ Agent</b>	Name:		Phone:	
	Address:		E-mail:	
	City/Province:			
	Postal Code:			
<b>Mortgagees, Holders of Charges or Other Encumbrances</b>	Name:		Phone:	
	Address:		E-mail:	
	City/Province:			
	Postal Code:			
<b>Solicitor if Applicable</b>	Name:		Phone:	
	Address:		E-mail:	
	City/Province:			
	Postal Code:			



## PART C – DESCRIPTION OF DEVELOPMENT PROPOSAL

Describe in detail the exact relief being sought from the Zoning By-law (include Section of Zoning By-law and exact dimensions of relief being sought if applicable):

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Why is it not possible to comply with the provisions of the By-law?

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Please describe the subject lands by providing the following information:

Criteria	Description
Lot Width (m)	
Lot Depth (m)	
Lot Area (sq m or hectares)	
Existing land uses and buildings or structures (m)  Include separate sheet or provide on sketch if there are more buildings and structures	<b>Primary Use:</b>
	Date of Construction:
	Setback from Front Lot Line:
	Setback from Rear Lot Line:
	Setback from Side Lot Lines:
	Height from Established Grade:
	<b>Secondary Use:</b>
	Date of Construction:
	Setback from Front Lot Line:
	Setback from Rear Lot Line:
	Setback from Side Lot Lines:
	Height from Established Grade:
Proposed land uses (m)  Include separate sheet or provide on sketch if there are more buildings and structures proposed	<b>Proposed Use:</b>
	Setback from Front Lot Line:
	Setback from Rear Lot Line:
	Setback from Side Lot Lines:
	Height from Established Grade:



Type of vehicle access	<input type="checkbox"/> provincial highway <input type="checkbox"/> municipal road <input type="checkbox"/> right-of-way <input type="checkbox"/> water access
Water service	<input type="checkbox"/> municipal watermain <input type="checkbox"/> communal source <input type="checkbox"/> well <input type="checkbox"/> cistern <input type="checkbox"/> other
Sanitary service	<input type="checkbox"/> municipal sewer <input type="checkbox"/> communal system <input type="checkbox"/> septic system <input type="checkbox"/> holding tank <input type="checkbox"/> other
Storm drainage is provided by	<input type="checkbox"/> sewers <input type="checkbox"/> ditches <input type="checkbox"/> swales <input type="checkbox"/> other

#### **PART D - LAND USE PLANNING**

<b>How Does the Application Meet the Four Tests for a Minor Variance?</b>
How is the general intent and purpose of the Official Plan maintained?
How is the general intent and purpose of the Zoning By-law maintained?
How is the proposed variance desirable for the property and compatible with adjacent uses and properties?
How is the variance considered minor in nature?



Land Use Criteria	Description
1. How are the lands zoned? Are there any site-specific by-laws?	
2. How are the subject lands designated in the Township of North Dumfries Official Plan	
3. Does the application conform to the Township Official Plan (e.g. land use compatibility policies, cultural heritage)? Explain.	
4. Is the site located within a Source Water Protection Area? The Owner must obtain a Notice of Source Protection Plan Compliance (Section 59 Notice), available on the Region's Website at <a href="https://taps.regionofwaterloo.ca/Html5Viewer/index.html?viewer=taps/">https://taps.regionofwaterloo.ca/Html5Viewer/index.html?viewer=taps/</a>	
5. Have you completed the Region of Waterloo Environmental Site Screening Questionnaire?	
6. How is the proposed development compatible with the surrounding neighbourhood? <ul style="list-style-type: none"><li>• Density, scale, height</li><li>• Massing, visual impact, architectural character</li><li>• Preservation of natural features</li><li>• Landscaping, setbacks</li></ul>	
7. Is the site regulated by Grand River Conservation Authority? If yes, the Owner is responsible for obtaining all necessary approvals.	



<p>8. Are there any existing natural features on or adjacent to the subject lands?</p> <ul style="list-style-type: none"><li>• Wetlands, forests, trees, fish habitat</li><li>• Valleys, erosion hazards, floodplains</li><li>• Potential for linkages between existing natural features</li></ul> <p>How will the proposal maintain, enhance and protect natural features including natural heritage linkages?</p>	
<p>9. Does the subject land contain or is it located within 300 m of any known or potential areas of archaeological resources? Please use screening checklist from Ministry of Tourism, Culture and Gaming (MTCG) website at <a href="https://forms.mgcs.gov.on.ca/dataset/021-0478">https://forms.mgcs.gov.on.ca/dataset/021-0478</a>. If yes, an Archaeological Assessment may be required.</p>	
<p>10. Does the subject land contain or is it located within 300 m of any known or potential cultural heritage resources? Go to the MTCG website at <a href="https://forms.mgcs.gov.on.ca/dataset/021-0500">https://forms.mgcs.gov.on.ca/dataset/021-0500</a> for screening criteria check list.</p>	
<p>11. Do the subject lands contain or adjacent to a property that is listed or designated on the Municipal Heritage Registry or within the Greenfield Heritage Conservation District? <a href="http://www.northdumfries.ca/doing-business/planning/heritage-properties-regulations-permits/">www.northdumfries.ca/doing-business/planning/heritage-properties-regulations-permits/</a></p>	
<p>12. Is there an active rail line within 300 m?</p>	

**Status of Current and Other Applications under the Planning Act**

Are the subject lands or have the subject lands ever been the subject of an application for a Plan of Subdivision, Zoning By-law Amendment, Minor Variance, or Consent under the Planning Act? If yes, please list File No.(s) and decisions.

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**Registered Owner's Authorization**

The registered owner must complete the following, if the owner is not the applicant:

I, we,

being the Registered Owners of the subject lands, hereby authorize,

to prepare and submit this application.

Signature(s): \_\_\_\_\_

Date: \_\_\_\_\_

Note: If the owner is an incorporated company, Articles of Incorporation are required.

**ACKNOWLEDGEMENT**

I understand that receipt of this application by the Township of North Dumfries - Planning Division does not guarantee it to be a 'complete' application. Further review of the application will be undertaken, and I may be contacted to provide additional information and/or resolve any discrepancies or issues with the application as submitted. Once the application is deemed to be fully complete, the application fee will be deposited, and the application will be processed. Submission of this application constitutes consent for authorized municipal staff to enter upon the subject property for the purpose of conducting site visits, including photographs, which are necessary for the evaluation of this application.

Signature of Owner/Applicant: \_\_\_\_\_ Date: \_\_\_\_\_





**PART F – AFFADAVIT OR SWORN DECLARATION**

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**Affidavit**

I hereby authorize the members of the Township of North Dumfries Committee of Adjustment, members of the staff of the Township of North Dumfries and circulated agencies to enter upon the subject lands and premises for the limited purpose of evaluating the merits of this application.

I, \_\_\_\_\_ of the \_\_\_\_\_  
(owner, applicant, agent) (township, city)

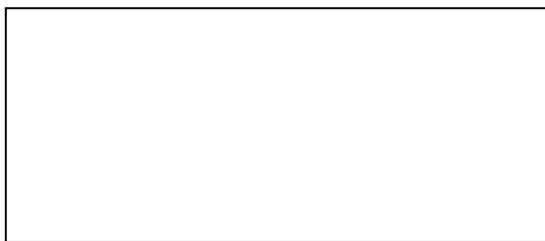
of \_\_\_\_\_ in the Province of Ontario

Solemnly declare that:

All of the statements outlined 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 and by virtue of the Canada Evidence Act.

Declared before me at the \_\_\_\_\_ of \_\_\_\_\_  
(township, city)

in the Province of Ontario this \_\_\_\_\_ day of \_\_\_\_\_ 2026.



Stamp

\_\_\_\_\_  
Signature of Owner or Authorized Agent

\_\_\_\_\_  
a Commissioner, etc.

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**Sworn Declaration**

I hereby solemnly declare that all of the information provided in this application is true.

\_\_\_\_\_  
Date Submitted

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



**REGIONAL MUNICIPALITY OF WATERLOO  
ENVIRONMENTAL SITE SCREENING QUESTIONNAIRE**

**This form must be completed by the property owner(s) for all development applications submitted to the Township of North Dumfries on behalf of the Regional Municipality of Waterloo**

**1. Location of Subject Lands:**

Municipal Address

Legal Description

**2. What are the current uses of the property?**

**3. Was the subject property ever used for industrial purposes? If YES, please describe approximate dates and types of industry**

**4. Was the subject property ever used for commercial purposes where there is potential for site contamination (i.e., automotive repair, gas station, dry cleaning operation, chemical warehousing etc.)? If YES, please describe approximate dates and types of commercial activity:**



5. Has waste (garbage, solid wastes, liquid wastes) ever been placed on this property? If YES, when? If YES, please provide description of waste materials:

6. Have hazardous materials ever been stored or generated on the property (e.g. has registration on the Hazardous Information Network or other permits been required?). If yes, please summarize details.

7. Is there reason to believe that this property may be potentially contaminated based on historical use of this property or an abutting property? If yes, please describe the nature of the suspected contamination.

8. Has the subject property or adjacent property ever been used as an agricultural operation where cyanide products may have been used as pesticides?

9. Are there or were there ever any above ground or underground storage tanks for fuels or chemicals on the property? If yes, please summarize the details.

10. Does the property have or ever had a water supply well, monitoring well, geothermal well? If yes, please provide details.



11. Does the property have or ever had a septic system?

12. Have any environmental documents been prepared or issued for this property, including but not limited to a Phase 1 environmental site assessment, risk assessment, Record of Site Condition or Certificate of Property Use?

13. Will lands be dedicated to the Region as part of this application (including road allowances, daylight triangles)?

**14. DECLARATION OF PROPERTY OWNER(S)**

I,  am the registered owner of the land that is the subject of this document and to the best of my knowledge, the information in this questionnaire is true.

DECLARED before me  in the

Commissioner of Oath (Print Name)

Municipality

This day  of , 2026.

Commissioner of Oath (signature)

Registered Owner (signature)

Stamp

Office Use

File No.: \_\_\_\_\_



## **2026 Committee of Adjustment Meeting Schedule and Submission Deadlines**

<b>Committee of Adjustment Meeting Date</b>	<b>Final Submission Deadline</b>
January 26, 2026	December 24, 2025
February 24, 2026	January 23, 2026
March 24, 2026	February 24, 2026
April 28, 2026	March 27, 2026
May 26, 2026	April 24, 2026
June 23, 2026	May 22, 2026
July 13, 2026	June 12, 2026
August 10, 2026	July 10, 2026
September 29, 2026	August 28, 2026
November 9, 2026	October 9, 2026
December 14, 2026	November 13, 2026