

## **APPLICATION INSTRUCTION AND INFORMATION SHEET**

### **Minor Variance or Special Permission**

(Also see instructions on the application form)

1. The application shall be filed with the Secretary-Treasurer, Committee of Adjustment, City of Brampton, 2 Wellington Street West, Brampton, and be accompanied by the applicable fee in **cash, debit, credit card or cheque made payable to the Treasurer, City of Brampton.**

#### APPLICATION FEES

Please see the fee chart at the end of this document which is in accordance with Schedule A of By-Law 85-96.

**A PRELIMINARY PROCESSING FEE MAY BE REQUIRED BY THE CONSERVATION AUTHORITY:  
TORONTO & REGION CONSERVATION - \$525.00 CREDIT VALLEY CONSERVATION - \$280.00**

**NOTE: DEVELOPMENT CHARGES AND/OR CASH PAYMENT IN LIEU OF PARKLAND DEDICATION  
MAY BE PAYABLE AT THE TIME OF BUILDING PERMIT AND THE CHARGES MAY BE SIGNIFICANT.**

2. ANSWER ALL QUESTIONS. INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE APPLICANT OR AGENT. **APPLICATIONS ARE TO BE PRINTED (SINGLE SIDED) ON 8 1/2" X 14" PAPER. All necessary variances must be confirmed with the Zoning Division prior to the application being considered by the Committee.**
3. The applicant must submit **two (2) prints** of a plan with the original copy of the application (**single sided**). The dimensions of the prints **shall be 8 1/2" x 14"** or if the plan is of a larger size, a reproduction of the plan to the size of 8 1/2" x 14" shall also be submitted. The plan shall clearly indicate the following:
  - a) The boundaries of the lands which are subject of this application shown **EDGED BY A RED COLOUR**, and the portion of the lot where the variance exists shown **MARKED BY GREEN COLOUR.**
  - b) 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. (**All dimensions to be shown in metric units**)
  - c) 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.
  - d) The current uses on land that is adjacent to the subject land.
  - e) The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public traveled road, a private road or a right-of-way.
  - f) The location and nature of any easement affecting the subject land.
  - g) A proper site plan is to be submitted that is in accordance with the city's site plan review user guide. <https://www.brampton.ca/en/business/planning-development/pages/site-plan-application-process.aspx>.  
Required information includes, but is not limited to:
    - i. Scales & measurements are to be metric.
    - ii. Site Plan is to include abutting right-of-way width including location and, sidewalks, and utilities such as street lighting, hydro poles and fire hydrants;
4. An **Authorization Letter** from the property owner is required when the application is being signed by an agent.
5. A **Permission to Enter** is required as site inspections will be conducted by Committee Members and City Staff.

#### **A DETAILED EXPLANATORY LETTER SHOULD ACCOMPANY THE APPLICATION**

##### **TO ALL APPLICANTS:**

THE COMMITTEE HAS BEEN KNOWN TO REQUEST TO SEE COPIES OF DRAWINGS, SHOWING THE ELEVATION, CONSTRUCTION, AND EXTERIOR DESIGN OF PROPOSALS APPLIED FOR. (example - location of doors, windows, type of exterior materials proposed - brick, wood cladding, aluminum, etc.) THESE DRAWINGS DO NOT HAVE TO BE SUBMITTED WITH THE APPLICATION FORM.

IF YOU HAVE DRAWINGS SUCH AS THIS, THEY SHOULD BE BROUGHT TO THE MEETING AND PRESENTED TO THE COMMITTEE WHEN YOUR APPLICATION IS HEARD.

DRAWINGS OF THIS NATURE MAY BE HAND DRAWN AND WILL BE RETURNED TO YOU ONCE YOUR APPLICATION HAS BEEN DEALT WITH. ADDITIONAL INFORMATION SUCH AS THIS MAY PREVENT DEFERRAL OF YOUR APPLICATION.

**FILE NUMBER:** \_\_\_\_\_

*The Personal Information collected on this form is collected pursuant to section 45 of the Planning Act and will be used in the processing of this application. Applicants are advised that the Committee of Adjustment is a public process and the information contained in the Committee of Adjustment files is considered public information and is available to anyone upon request. Questions about the collection of personal information should be directed to the Freedom of Information and Privacy Coordinator, City of Brampton.*

**APPLICATION**  
**Minor Variance or Special Permission**  
 (Please read Instructions)

**NOTE:** It is required that this application be filed with the Secretary-Treasurer of the Committee of Adjustment and be accompanied by the applicable fee.

The undersigned hereby applies to the Committee of Adjustment for the City of Brampton under section 45 of the Planning Act, 1990, for relief as described in this application from By-Law **270-2004**.

1. **Name of Owner(s)** \_\_\_\_\_  
**Address** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
**Phone #** \_\_\_\_\_ **Fax #** \_\_\_\_\_  
**Email** \_\_\_\_\_

2. **Name of Agent** \_\_\_\_\_  
**Address** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
**Phone #** \_\_\_\_\_ **Fax #** \_\_\_\_\_  
**Email** \_\_\_\_\_

3. **Nature and extent of relief applied for (variances requested):**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

4. **Why is it not possible to comply with the provisions of the by-law?**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

5. **Legal Description of the subject land:**  
**Lot Number** \_\_\_\_\_  
**Plan Number/Concession Number** \_\_\_\_\_  
**Municipal Address** \_\_\_\_\_

6. **Dimension of subject land (in metric units)**  
**Frontage** \_\_\_\_\_  
**Depth** \_\_\_\_\_  
**Area** \_\_\_\_\_

7. **Access to the subject land is by:**  
 Provincial Highway  
 Municipal Road Maintained All Year  
 Private Right-of-Way  
 Seasonal Road  
 Other Public Road  
 Water

0. Particulars of all buildings and structures on or proposed for the subject land: (specify in metric units ground floor area, gross floor area, number of storeys, width, length, height, etc., where possible)

EXISTING BUILDINGS/STRUCTURES on the subject land:

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

PROPOSED BUILDINGS/STRUCTURES on the subject land:

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

1. Location of all buildings and structures on or proposed for the subject lands: (specify distance from side, rear and front lot lines in metric units)

EXISTING

Front yard setback \_\_\_\_\_  
Rear yard setback \_\_\_\_\_  
Side yard setback \_\_\_\_\_  
Side yard setback \_\_\_\_\_

PROPOSED

Front yard setback \_\_\_\_\_  
Rear yard setback \_\_\_\_\_  
Side yard setback \_\_\_\_\_  
Side yard setback \_\_\_\_\_

0. Date of Acquisition of subject land: \_\_\_\_\_

1. Existing uses of subject property: \_\_\_\_\_

2. Proposed uses of subject property: \_\_\_\_\_

3. Existing uses of abutting properties: \_\_\_\_\_

4. Date of construction of all buildings & structures on subject land: \_\_\_\_\_

5. Length of time the existing uses of the subject property have been continued: \_\_\_\_\_

16. (a) What water supply is existing/proposed?

Municipal \_\_\_\_\_  
Well \_\_\_\_\_ Other (specify) \_\_\_\_\_

(b) What sewage disposal is/will be provided?

Municipal \_\_\_\_\_  
Septic \_\_\_\_\_ Other (specify) \_\_\_\_\_

(c) What storm drainage system is existing/proposed?

Sewers   
Ditches   
Swales  Other (specify) \_\_\_\_\_

17. Is the subject property the subject of an application under the Planning Act, for approval of a plan of subdivision or consent?

Yes No

If answer is yes, provide details: File # Status

18. Has a pre-consultation application been filed?

Yes No

19. Has the subject property ever been the subject of an application for minor variance?

Yes No Unknown

If answer is yes, provide details:

File # Decision Relief
File # Decision Relief
File # Decision Relief

Signature of Applicant(s) or Authorized Agent

DATED AT THE OF

THIS DAY OF , 20.

IF THIS APPLICATION IS SIGNED BY AN AGENT, SOLICITOR OR ANY PERSON OTHER THAN THE OWNER OF THE SUBJECT LANDS, WRITTEN AUTHORIZATION OF THE OWNER 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.

I, OF THE OF

IN THE OF SOLEMNLY DECLARE THAT:

ALL OF THE ABOVE STATEMENTS 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.

DECLARED BEFORE ME AT THE

OF

IN THE OF

THIS DAY OF

, 20.

Signature of Applicant or Authorized Agent

A Commissioner etc.

FOR OFFICE USE ONLY

Present Official Plan Designation:

Present Zoning By-law Classification:

Enforcement Action File Number:

This application has been reviewed with respect to the variances required and the results of the said review are outlined on the attached checklist.

Zoning Officer

Date

DATE RECEIVED

**APPOINTMENT AND AUTHORIZATION OF AGENT**

To: The Secretary-Treasurer  
Committee of Adjustment  
City of Brampton  
2 Wellington Street West  
Brampton, Ontario  
L6Y 4R2

LOCATION OF THE SUBJECT LAND: \_\_\_\_\_

I/We, \_\_\_\_\_  
please print/type the full name of the owner(s)

the undersigned, being the registered owner(s) of the subject lands, hereby authorize

\_\_\_\_\_

please print/type the full name of the agent(s)

to make application to the **City of Brampton Committee of Adjustment** in the matter of an application for **minor variance** with respect to the subject land.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(signature of the owner[s], or where the owner is a firm or corporation, the signature of an officer of the owner.)

\_\_\_\_\_  
(where the owner is a firm or corporation, please print or type the full name of the person signing.)

**NOTE: If the owner is a firm or corporation, the corporate seal shall be affixed hereto.**

**PERMISSION TO ENTER**

To: The Secretary-Treasurer  
Committee of Adjustment  
City of Brampton  
2 Wellington Street West  
Brampton, Ontario  
L6Y 4R2

LOCATION OF THE SUBJECT LAND: \_\_\_\_\_

I/We, \_\_\_\_\_  
please print/type the full name of the owner(s)

the undersigned, being the registered owner(s) of the subject land, hereby authorize the Members of the City of Brampton Committee of Adjustment and City of Brampton staff members, to enter upon the above noted property for the purpose of conducting a site inspection with respect to the attached application for Minor Variance and/or consent.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(signature of the owner[s], or where the owner is a firm or corporation, the signature of an officer of the owner.)

\_\_\_\_\_  
(where the owner is a firm or corporation, please print or type the full name of the person signing.)

**NOTE: If the owner is a firm or corporation, the corporate seal shall be affixed hereto.**

**NO DISCUSSION SHALL TAKE PLACE BETWEEN THE COMMITTEE MEMBERS AND THE APPLICANT DURING THE SITE INSPECTION**

## 8. Committee of Adjustment

8.1	<b>Residential* Minor Variance Applications *Excluding Apartment Buildings</b>		
8.1.1	Above/Below Grade Door/Window related Application	<b>\$11,949</b>	Per Application
8.1.2	Driveway and/or Parking related Application	<b>\$11,949</b>	Per Application
8.1.3	Variances to Section 10.16 (Additional Residential Units) of the Zoning By-Law	<b>\$11,949</b>	Per Application
8.1.4	All Other Variances	<b>\$2,990</b>	Per Variance to a Maximum Fee of \$11,949
8.1.5	"After the Fact" Variance: Variance application resulting from a registered complaint, construction inspection, building order or enforcement action where the construction or commencement of the use requiring a variance has already taken place without approval.	<b>\$11,949</b>	Per Application
8.1.6	Maximum Fee	<b>\$11,949</b>	Per Application
8.2	<b>Institutional, Commercial, Industrial, Residential Apartment Building Minor Variance Applications</b>		
8.2.1	Minor Variance Application	<b>\$11,949</b>	Per Application
8.3	<b>Consent Applications</b>		
8.3.1	Consent Application – Lot Creation	<b>\$10,157</b>	Per Application
8.3.2	Consent Application – All Other (in accordance with Planning Act S.57, 50(18), or 53(23))	<b>\$5,078</b>	Per Application
8.3.3	Consent Certificate	<b>\$2,127</b>	Per Certificate
8.4	<b>General Committee of Adjustment Fees</b>		
8.4.1	Committee of Adjustment Application Re-Circulated Pursuant to A Request by The Applicant to Defer an Application	<b>50% of Application Fee</b>	Per Deferral
8.4.2	Replacement Notice Sign	<b>\$75</b>	Per Sign
<p><b>Committee of Adjustment Application Refunds:</b></p> <ul style="list-style-type: none"> <li>• 75% refund if withdrawn prior to internal circulation</li> <li>• 50% refund if withdrawn prior to circulation of public notice of a hearing.</li> <li>• No refund if withdrawn once the circulation of the public notice of a hearing has occurred</li> </ul>			