



Minor Variance Application Form

Applicant: _____

Address: _____

Phone: _____ **Cell:** _____ **Fax:** _____

Email: _____

NOTE: If the applicant is not the registered owner of the subject property, the owner of the property must also sign the application form or provide a letter of consent for the application to be processed.

Legal description of land:

All/Part of the _____¹/₄, Section _____, Township _____, Range _____
 LSD(s) _____ Lot(s) _____ Block(s) _____
 Registered Plan No. _____

Information of building subject to minor variance application:

Has a development permit been issued for the building subject to a minor variance application?

- Yes No

Has a building permit been issued for the building subject to a minor variance application?

- Yes No

Status of the building subject to minor variance application:

- Construction pending Construction underway Construction completed

Describe the nature and extent of relief sought for support of the minor variance request. Please include reasons why is it not possible to comply with the provisions of the Zoning Bylaw (use additional pages if necessary):

Attachments:

Please include the following:

- \$100 Non-refundable Application Fee (cash/cheque/debit)
- Site Plan or Real Property Report (surveyor’s certificate) reflecting the location of all buildings and structures on site as of the date of application including:
 - north arrow;
 - boundaries of the parcel including approximate dimensions;
 - dimensions of existing and/or proposed buildings and structures;
 - setback dimensions of buildings and structures on the property to property lines and other buildings or structures;
 - location of all existing and proposed utilities;
 - location of all existing and/or proposed approaches and driveways; and
 - the location of all distinguishing physical features located on or adjacent to the property including but not limited to sloughs, streams, culverts, drainage ways, wetlands, slopes, bluffs, etc.

Declaration by Applicant

I, _____ of _____ in the Province of _____, solemnly declare that all of the above statements within 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*”.

I further agree to indemnify and hold harmless the Municipality from and against any claims, demands, liabilities, costs or damages related to the development undertaken pursuant to this application.

DATE: _____ SIGNATURE: _____

DATE: _____ LANDOWNER SIGNATURE: _____
(if required)

For Office Use Only:

Application # _____ Date Received: _____

Comments:

Cash Receipt #: _____

Amount Paid: _____

Cheque No: _____



Minor Variance Information Sheet

What is a Minor Variance?

The R.M. of Corman Park sets out specific development standards within the Zoning Bylaw to ensure development happens in a safe, efficient and orderly manner.

A minor variance is a request for relaxation of **the minimum required setback distance of a building from the site line (property line) or the minimum required distance of a building to any other building on the site.** A minor variance is reviewed on a case by case basis based on the specific situation of land or a building, which are not generally common in the same Zoning District. The minor variance **may not exceed a 10% variation** from the requirements of the Zoning Bylaw.

What are the criteria for considering a Minor Variance?

Once the Planning Department receives the application, the Development Officer may approve, approve with conditions or refuse the minor variance subject to:

- the development conforms to the intent and objectives of the Official Community Plan and Zoning Bylaw;
- the development is consistent with provincial land use policies and *Statements of Provincial Interest*; and
- the relaxation does not injuriously affect neighbouring properties.

Please note: a minor variance cannot be granted on land that has been rezoned by contract.

What happens if the Minor Variance is approved?

Where a minor variance is approved, with or without conditions, the Development Officer will notify the applicant and the assessed owners of the property having a common boundary with the applicant's property. The notice will include a summary of the application, reasons for the decision and an effective date of the decision.

The assessed owners of the property having a common boundary with the applicant's property will have 20 days after receipt of the notice to lodge a written objection. If a written objection is received to the municipality, the approval is deemed to be revoked.

If there is no objection to the minor variance from the assessed owners of the property having a common boundary with the applicant's property, the minor variance takes effect:

- 23 days from the date a notice was sent by registered mail; or
- 20 days from the date a notice was delivered by personal service.

What happens if the Minor Variance is approved with terms and conditions?

Where a minor variance is approved with terms and conditions, the Development Officer will notify the applicant in writing. If the applicant wishes to appeal the terms and conditions of approval, the appeal must be submitted to the North Corman Development Appeals Board within 30 days after the date of decision.

What happens if the Minor Variance is refused or a decision is revoked?

Where a minor variance is refused or if a decision is revoked, the Development Officer must notify the applicant in writing, providing reasons for the refusal or why the decision was revoked. If the applicant wishes to appeal the refusal or revocation, the appeal must be submitted to the North Corman Development Appeals Board within 30 days after the date of decision.