

**MUNICIPALITY OF  
SIOUX LOOKOUT**



**A pre-application consultation meeting with Municipal Staff is encouraged prior to submission of this application.** This application form must be accompanied by the submission requirements in order to be considered a complete application. Incomplete applications will not be processed until all information is provided.

**APPLICATION FOR MINOR VARIANCE  
OR PERMISSION**  
Under Section 45(1) and 45(2) of the  
*Planning Act*

Office Use Only	
Application No.	Date Application Received
Date of Pre-Consultation Meeting	Staff Person Present
Date Application Deemed Complete	Staff Person Assigned
Fee Applicable	Fee Received

Please note that all, or some of, the information that you are required to submit to the Municipality as part of your development application may be posted on the Municipality's website, in order to facilitate public access to information concerning ongoing development applications. Section 1.0.1 of the *Planning Act*, R.S.O., c.13, as amended, requires that the Municipality make this information publicly available.

**APPLICANT/OWNER INFORMATION**

**Municipal Freedom of Information and Protection of Privacy Act – Personal Information on this form is collected under authority of *The Planning Act* and will be used to process this application.**

Name/Title	Mailing Address With Postal Code	Phone Number Fax Number Email Address
APPLICANT/OWNER		Phone
		Fax
		Email
AGENT/SOLICITOR		Phone
		Fax
		Email
TENANT / UNDER AGREEMENT OF PURCHASE AND SALE / OR OTHER		Phone
		Fax
		Email

Unless otherwise requested, all communications will be sent to the Owner's Authorized Agent / Lawyer, if any

**LEGAL DESCRIPTION OF THE SUBJECT LAND**

Municipal Address \_\_\_\_\_

Legal Description Pin \_\_\_\_\_ Parcel \_\_\_\_\_ Block \_\_\_\_\_

Lot(s) or Part(s) \_\_\_\_\_ Plan \_\_\_\_\_ Concession \_\_\_\_\_

Date subject land was acquired by the owner \_\_\_\_\_

<b>Official Plan – current designation</b>	<b>Zoning By-law – current zoning</b>
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Existing uses of the subject land and length of time the existing uses have continued.

Relief – state the nature and extent of relief from the Zoning By-law.

Reason – state why the proposed use cannot comply with the provisions of the Zoning By-law.

**DIMENSIONS OF LAND AFFECTED (metric units)**

**Frontage:** \_\_\_\_\_ **Depth:** \_\_\_\_\_ **Area:** \_\_\_\_\_

**Access – access to the subject land is by:**

Provincial Highway <input type="checkbox"/>	Municipal Road – seasonal <input type="checkbox"/>
Municipal Road – year round <input type="checkbox"/>	Right of way <input type="checkbox"/>
Other Public Road <input type="checkbox"/>	Water <input type="checkbox"/>

**Water access**

Where access to the subject land is by water only:

Docking facilities (specify) _____	Parking facilities (specify) _____
Distance from subject land _____	Distance from subject land _____
Distance from nearest public road _____	Distance from nearest public road _____

**Existing uses of the subject land**

_____	Length of time _____
_____	Length of time _____

**EXISTING BUILDINGS AND STRUCTURES**

Provide the following details for all existing or proposed buildings or structures on the subject land:

Type of building _____	Type of Building _____
Front lot line setback _____	Front lot line setback _____
Rear lot line setback _____	Rear lot line setback _____
Side lot line setback _____	Side lot line setback _____
Side lot line setback _____	Side lot line setback _____
Height in metres _____	Height in metres _____
Dimension _____	Dimension _____
Floor Area _____	Floor Area _____
Height in metres _____	Height in metres _____
Date buildings were constructed _____	Date buildings were constructed _____

**PROPOSED USES OF THE SUBJECT LAND**

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**PROPOSED BUILDINGS AND STRUCTURES**

Where any buildings or structures are proposed to be built on the subject land, indicate for each:

Type of building _____	Type of building _____
Front lot line setback _____	Front lot line setback _____
Rear lot line setback _____	Rear lot line setback _____
Side lot line setback _____	Side lot line setback _____
Side lot line setback _____	Side lot line setback _____
Height in metres _____	Height in metres _____
Dimensions _____	Dimensions _____
Floor area _____	Floor area _____

**Water is provided to the subject land by:**

Publicly owned/operated piped water system <input type="checkbox"/>	Lake or other water body <input type="checkbox"/>
Privately owned operated individual well <input type="checkbox"/>	Other means (specify) <input type="checkbox"/>
Privately owned operated communal well <input type="checkbox"/>	

**Sewage disposal is provided to the subject land by:**

Publicly owned/operated sanitary septic system <input type="checkbox"/>	Other means (specify) <input type="checkbox"/>
Privately owned/operated sanitary septic system <input type="checkbox"/>	Privy <input type="checkbox"/>
Publicly owned/operated individual septic system <input type="checkbox"/>	

**Storm drainage is provided to the subject land by:**

Sewers    Ditches    Swales    Other means (specify)

**Other applications:** indicate if the subject land has ever been the subject of:

<input type="checkbox"/> Official Plan Amendment	_____	_____
<input type="checkbox"/> Zoning By-Law Amendment	_____	_____
<input type="checkbox"/> Subdivision Application	_____	_____
<input type="checkbox"/> Site Plan Application	_____	_____
<input type="checkbox"/> Consent (Severance) Application	_____	_____
<input type="checkbox"/> Minor Variance Application	_____	_____
<input type="checkbox"/> Building Permit Application	_____	_____
<input type="checkbox"/> Other (i.e. road opening)	_____	_____

**AUTHORIZATION OF OWNER FOR AGENT TO MAKE THE APPLICATION**

If the application is to be signed by an agent / solicitor on behalf of the owner, the following authorization must be completed or the owner must submit a letter of authorization.

I, \_\_\_\_\_ am the owner of the land that is the subject of this application and

I authorize \_\_\_\_\_ to make this application on my behalf.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of Owner

**AFFIDAVIT OR SWORN DECLARATION THAT THE INFORMATION IS ACCURATE**

I, \_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_ solemnly declare that all of the above statement contained in the application are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same effect as if made under oath and by virtue of *The Canada Evidence Act*.

SWORN (or declared) BEFORE ME

at the \_\_\_\_\_ of \_\_\_\_\_

in the \_\_\_\_\_ of \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
A Commissioner, etc.,

\_\_\_\_\_  
Signature of Applicant

**It is required that this application to be accompanied by a fee of \$400.00 made payable to the Municipality of Sioux Lookout.**

Personal information contained on this form collected pursuant to the *Planning Act*, will be used in the processing of Minor Variance or Permission applications pursuant to Section 45 of the *Planning Act*. Questions concerning the use of personal information requested should be directed to: Municipal Clerk, Municipality of Sioux Lookout, 25 Fifth Avenue, PO Box 158, Sioux Lookout, ON P8T 1A4.

**ATTACH TO THIS APPLICATION A SKETCH SHOWING:**

On a separate page(s): please provide a sketch drawn to scale in metric units, indicating the following:

1. The boundaries and dimensions of the subject land.
2. The location, size and type of all existing and proposed buildings and structures, indicating the distances from the front yard lot line, rear lot line and the side yard lot lines.
3. The approximate location of all natural and artificial features on the subject land and on the adjacent lands. For example, buildings, railways, roads, wetlands, roads, ditches, wooded areas, wells and septic tanks.
4. The location and nature of any easement affecting the subject land.
5. The existing uses on adjacent land such as residential, commercial and agricultural uses.
6. 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.
7. If access to the subject land is by water only, indicate the location of the parking and boat docking facilities to be used.
8. Labelling of the planting strips and landscaped areas including measurements. Labelling of snow storage areas, if applicable.
9. Buildings to be demolished or relocated.
10. Applicant's name and date of sketch.
11. North arrow.
12. The sketch should be legible on a letter size (8.5 x 11") sheet.

Metric Conversion		
To Convert	Multiply By	To Find
Feet	0.3048	Metres
Acres	0.4046	Hectares

SAMPLE SKETCH

