

# Minor Variance

## Planning Application Form A.3

### 1. Application Type

Please select all that apply to the subject application:

- ☐ Variance from Site/Building Regulation (e.g., setback, coverage)
- ☐ Variance from General Provision (e.g., parking, home business)
- ☐ Variance from a Special Provision in Zoning By-law Section 14
- ☐ Variance to the City's Sign By-law
- ☐ Other

### 2. Description of Proposal

Please explain the general nature and extent of the relief from the sign/zoning by-law requested and, if applicable, the construction project necessitating the variance(s):

### 3. Relief Requested

Please complete the following table:

By-law Section & Provision	Required	Proposed	Variance

Please note that the information provided in this table must match and must be laid out and labelled on a fully dimensioned site plan to be submitted with this application.

### 4. Non-compliance

Please explain why it is not possible to comply with the requirements of the City's Zoning By-law or Sign By-law:

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### 5. Submission & Approvals Details

I am the owner of this property and I confirm that:

- ☐ I have completed the Base Application Form (A.0), including the authorization/sworn declaration and understand that this addendum forms part of that application.
- ☐ I have submitted the required Planning Act Application Fee, payable to the City in the amount of \_\_\_\_\_.
- ☐ I have submitted the required Engineering Review Application Form (C.1) and fee, payable to the City in the amount of \_\_\_\_\_.
- ☐ I have submitted the required GCSA Planning Review Form (D.1) and fee, payable to the GSCA in the amount of \_\_\_\_\_.
- ☐ I have submitted a fully dimensioned plan, showing all existing and proposed buildings and structures, in metric units.
- ☐ I have submitted one (1) digital copy of all required plans and studies to [planning@owensound.ca](mailto:planning@owensound.ca) and [notice@owensound.ca](mailto:notice@owensound.ca)
- ☐ I have submitted three (3) physical copies of all required plans and studies.
- ☐ I have no objection to this application or related agreements being considered by Committee/Council's staff delegate for signature/approval, if applicable.
- ☐ I have read and understand my responsibilities and obligations to post notice(s) of the applied for application(s) on the subject property on \_\_\_\_\_ until such time as the application has been heard and/or decided upon by Committee/Council.

### 6. Contact Us

**Deputy City Clerk, Secretary-treasurer  
Committee of Adjustment**

[notice@owensound.ca](mailto:notice@owensound.ca)

**Planning & Heritage Division**

[planning@owensound.ca](mailto:planning@owensound.ca)

City of Owen Sound, 808 2nd Avenue East, Owen Sound, ON N4K 2H4  
Telephone: 519-376-4440

### FOR OFFICE USE ONLY

Application Submitted	
Application Deemed Complete	
Application File Number	