



Environment and Land Tribunals Ontario
Ontario Municipal Board
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 FAX: (416) 326-5370
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**MUNICIPAL SUBMISSION FORM (R3)
 PLANNING ACT**

MINOR VARIANCE

Reference Number (OMB Office Use Only):

Material and information is to be forwarded to the Ontario Municipal Board by the Secretary-Treasurer under the following subsection of the *Planning Act*, R.S.O. 1990, c. P. 13, as amended. Please print clearly throughout the submission form.

Part 1: Appeal Type

SUBJECT OF APPEAL	TYPE OF APPEAL	PLANNING ACT REFERENCE (SECTION)
Minor Variance	<input type="checkbox"/> Appeal against a decision of the Committee of Adjustment to approve or refuse the application	45(12)

Municipality: _____ Municipal File Number: A- _____
 Upper Tier: _____

Part 2: Municipal Contact Information

First Name: _____ Last Name: _____
 Professional Title _____
 E-mail Address: _____
 By providing an e-mail address you agree to receive communications from the OMB by e-mail.
 Telephone #: _____ ext. _____ Fax #: _____
 Mailing Address: _____
 Street Address _____ City/Town _____
 Province _____ Postal Code _____

Part 3: Location Information

Address and/or Legal Description of property subject to the appeal: _____

Part 4: Related Matters

(a) Is this variance appeal connected with a consent application? YES NO
 If yes, has a decision on the consent application been appealed to the Board? YES NO
 Consent submission: B- _____ O.M.B. File No.: _____
 If the decision on the consent application has **not** been appealed to the Board, please enter the date on which the consent approval lapses: _____
 (b) Other matters at municipality or Board or required to be filed?: _____

Part 5: Minor Variance Information

- 1. Variance from Zoning By-law Number: _____
- 2. Does the by-law seeking to be varied have conditions? YES NO
- 3. **DATE APPLICATION SUBMITTED TO MUNICIPALITY:** _____

4. Give a brief outline of the purpose of the minor variance and the nature of the issues raised in the appeal(s):

Part 6: Scheduling Information

How many days do you estimate are needed for hearing this appeal? _____ Number of days
How many witnesses do you expect to have at the hearing? _____ Number of witnesses
Describe witness(es)' area of expertise. _____

- Do you believe this matter would benefit from mediation? YES NO
- If yes, do you believe all parties would consent to participating in mediation? YES NO
(Mediation is generally scheduled only when all parties agree to participate)
- Do you believe this matter would benefit from a prehearing conference? YES NO
(Prehearing conferences are generally not scheduled for variances or consents)
- If yes, why? _____

Part 7: Municipal Representative Information (Legal or Planning) *Person attending OMB hearing

First Name: _____ Last Name: _____

Company Name: _____

Professional Title: _____

E-mail Address: _____

By providing an e-mail address you agree to receive communications from the OMB by e-mail.

Daytime Telephone #: _____ Alternate Telephone #: _____

Fax #: _____

Mailing Address: _____

Street Address

Apt/Suite/Unit#

City/Town

Province

Country (if not Canada)

Postal Code

Part 8: Required Documentation (Please check boxes to indicate document included in filing)

I confirm that I have attached the following items to this form.

Signature of Secretary-Treasurer: _____ Date: _____

The following material must be attached to this form where applicable, in the order which it is listed:

- Original or true copy of each notice of appeal received and reasons for appeal **with indication of the date on which each notice was filed**. Attach a typed list of the names, addresses and telephone numbers of all appellants.
- Board fee paid by each appellant made payable to the Minister of Finance. The appeal will not be processed without this fee being paid by each appellant. Ensure that cheque/fee payment is affixed to each appeal.
- Original or certified copy of the application for Minor Variance.
- Decision of the Committee of Adjustment with reasons and the date the decision was made.
- Last date for filing notice of appeal to Secretary-Treasurer.
- Authorization, if application made by other than the owner.
- Minutes of Committee of Adjustment hearing (in written/printed format).
- Name and addresses of all legal counsel and all persons, officials and agencies who were sent a copy of the Committee's decision and of those who requested to receive notice from the Board.
- All plans and sketches considered by the Committee.
- A copy of any planning report considered by the Committee, if applicable.
- Original or a copy of all written submissions and comments received by the Committee from any persons, officials and agencies.
- Sworn declaration by the Secretary-Treasurer of compliance with the requirements for giving notice of the Committee's decision under subsection 45(10) of the *Planning Act*.
- Copy of relevant extracts from the Official Plan.
- Copy of relevant extracts from the Zoning By-law.

Bill 73 requirements for records that are forwarded to the OMB on or after July 1, 2016:

1. Does the record include all information and material that the municipal council or approval authority considered in making their decision and/or received in relation to the matter such as any written or oral submissions from the public relating to the planning matter? Examples:
 - Hard copies of any written submissions
 - Minutes containing oral submission records
 - Electronic/Video (Thumb drive)
 - Other
 - None

Bill 73 requirements for minor variances that are passed on or after July 1, 2016:

2. Where notice of a decision was issued by e-mail, a list of all e-mail addresses and an indication of the date that the e-mail was sent.
3. Is the 2-year no application restriction under section 45(1.3) applicable?
 - a. No
 - b. Yes (include a copy of any notice)