



**OFFICE USE ONLY**

APPLICATION NO. \_\_\_\_\_

ASSESSMENT ROLL NO. \_\_\_\_\_

DATE LODGED \_\_\_\_\_

**BRANTFORD COMMITTEE OF ADJUSTMENT  
CONSENT/SEVERANCE APPROVAL**

*NOTE: This form is to be completed in duplicate.*

To: Secretary-Treasurer  
Committee of Adjustment  
City of Brantford City Hall  
100 Wellington Square, P.O. Box 818  
BRANTFORD, Ontario  
N3T 5R7

**THIS FORM HAS EIGHT (8) PAGES  
AND ONE (1) SCHEDULE**

Pursuant to Section 53 of the Planning Act R.S.O. 1990 (as amended), I/we hereby submit an application to the Brantford Committee of Adjustment for Consent/Severance approval, and enclose the required fee of \$\_\_\_\_\_.

*Permission is hereby granted to municipal staff of the Corporation of the City of Brantford to enter the premises subject to this Application for the purposes of making inspections associated therewith, during normal and reasonable working hours.*

*Under the Planning Act, R.S.O. 1990, c.p. 14s 1.0.1 all information and material that is required to be provided to the City of Brantford respecting planning applications shall be made available to the public.*

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

\_\_\_\_\_  
**SIGNATURE OF APPLICANT**

**PLEASE PRINT**

**SECTION 1 - APPLICANT INFORMATION**

**1.1** Name of Applicant and Full Mailing Address

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Postal Code \_\_\_\_\_ Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

**1.2** Name of Applicant's Agent and Full Mailing Address

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Postal Code \_\_\_\_\_ Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

**1.3** Name of Registered Owner(s) of Subject Land and Full Mailing Address

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Postal Code \_\_\_\_\_ Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

**1.4** Party who is to be contacted about the application (check one)

Applicant     Agent     Owner

**NOTE:**    (a) *All registered owners of subject land must sign this application.*  
              (b) *Unless otherwise directed, all correspondence, notices, etc., in respect of this application will be forwarded to the Applicant noted above, except where an Agent is employed, such will be forwarded to the Agent.*

**SECTION 2 - TYPE OF CONSENT REQUESTED**

2.1 Type and purpose of transaction (check appropriate box)

- Creation of a new lot
- Addition to an existing lot
- Creation of easement or right-of-way
- Partial discharge of mortgage
- Lease – Duration of lease: \_\_\_\_\_
- Correction of title
- Other: \_\_\_\_\_

2.2 If known, name of the person to whom the land or an interest in the land is to be transferred, charged or leased.

\_\_\_\_\_

**SECTION 3 - LOCATION OF LANDS SUBJECT TO THIS APPLICATION**

3.1 Municipal Address (if applicable): \_\_\_\_\_

3.2 Legal Description:

Concession Number(s) \_\_\_\_\_ Lot Number(s) \_\_\_\_\_

Registered Plan Number(s) \_\_\_\_\_ Lot(s)/Block(s) \_\_\_\_\_

Reference Plan Number(s) \_\_\_\_\_ Part Number(s) \_\_\_\_\_

City of Brantford

Description formerly of the Township of Brantford, in the County of Brant?  Yes  No

3.3 Are there any easements or restrictive covenants affecting the subject land?

Yes  No If yes, describe the easement or covenant and its effect.

\_\_\_\_\_

\_\_\_\_\_

**SECTION 4 - DESCRIPTION OF PROPOSAL**

**4.1** (a) Description of land intended to be severed:

Frontage \_\_\_\_\_ Depth \_\_\_\_\_ Area \_\_\_\_\_

Existing Use \_\_\_\_\_ Proposed Use \_\_\_\_\_

(b) Number and use of buildings and structures (both existing and proposed) on the land to be severed:

Existing \_+\_\_\_\_\_

Proposed \_\_\_\_\_

*Please identify these buildings and structures on the Exhibits as per Section 8.1 of this form.*

(c) Number of residential units:

Existing \_\_\_\_\_ Proposed \_\_\_\_\_

(Including any existing units)

**4.2** (a) Description of land intended to be retained:

Frontage \_\_\_\_\_ Depth \_\_\_\_\_ Area \_\_\_\_\_

Existing Use \_\_\_\_\_ Proposed Use \_\_\_\_\_

(b) Number and use of buildings and structures (both existing and proposed) on the land to be retained:

Existing \_\_\_\_\_

Proposed \_\_\_\_\_

*Please identify these buildings and structures on the Exhibits as per Section 8.1 of this form.*

(c) Number of residential units:

Existing \_\_\_\_\_ Proposed \_\_\_\_\_

(Including any existing units)

**4.3** Number of new lots (not included retained lots) proposed: \_\_\_\_\_

**4.4** Description of Proposed Easement or Right-of-Way:

Length \_\_\_\_\_ Width \_\_\_\_\_ Area \_\_\_\_\_

**SECTION 5 - PLANNING INFORMATION FOR THE SITE**

5.1 Current Official Plan designation(s) \_\_\_\_\_

5.2 Current Zoning \_\_\_\_\_

5.3 Will the consent, as proposed, require amendment either to the Official Plan and/or applicable Zoning Bylaws?

Yes  No  Don't Know      If yes, please specify \_\_\_\_\_

\_\_\_\_\_

**SECTION 6 - STATUS OF OTHER PLANNING APPLICATIONS**

6.1 Has the subject land ever been the subject of a previous application for approval of a plan of subdivision or a consent?

Yes  No  Unknown

If yes, and if known, indicate the application file number and the decision made on the application:

\_\_\_\_\_

6.2 Has any land been severed from the parcel originally acquired by the owner of the subject land? If yes, please indicate:

(a) Date of Transfer \_\_\_\_\_

(b) Name of Transferee \_\_\_\_\_

(c) Use of severed land \_\_\_\_\_

6.3 Is the subject land also the subject of a proposed Official Plan or plan amendment that has been submitted for approval?

Yes  No  Unknown

If yes, and if known, indicate the type of application, the file number and the status of the application.

\_\_\_\_\_

6.4 Is the subject land also the subject of an application for approval for a site plan, minor variance, zoning bylaw, or Minister's zoning order amendment application?

Yes  No  Unknown

If yes, and if known, indicate the type of application, the file number and the status of the application.

\_\_\_\_\_

**SECTION 7 - SERVICING:**

Utilities and services for the proposed severed and retained parcels (mark with "X"):

<b>7.1</b>	Access to subject lands provided by:	<u>Severed Parcel</u>		<u>Retained Parcel</u>	
		<u>Existing</u>	<u>Proposed</u>	<u>Existing</u>	<u>Proposed</u>
	<input type="checkbox"/> Provincial highway	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Municipal road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Other public road or right-of-way	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> By water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>7.2</b>	Water supply provided by:	<u>Severed Parcel</u>		<u>Retained Parcel</u>	
		<u>Existing</u>	<u>Proposed</u>	<u>Existing</u>	<u>Proposed</u>
	<input type="checkbox"/> Publicly owned and operated piped water system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Privately owned & operated individual or communal well	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> A lake or other water body	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Other means (please specify) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>7.3</b>	Sanitary sewage disposal provided by:	<u>Severed Parcel</u>		<u>Retained Parcel</u>	
		<u>Existing</u>	<u>Proposed</u>	<u>Existing</u>	<u>Proposed</u>
	<input type="checkbox"/> Publicly owned and operated sanitary sewage system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Privately owned & operated individual or communal septic system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Privy or other means (please specify) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>7.4</b>	Storm water drainage provided by:	<u>Severed Parcel</u>		<u>Retained Parcel</u>	
		<u>Existing</u>	<u>Proposed</u>	<u>Existing</u>	<u>Proposed</u>
	<input type="checkbox"/> Sewers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Ditches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Swales	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Other means (please specify) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**7.5** If privately operated water supply or sewer services are proposed, for either the severed or retained parcel, please attach copies of the appropriate certificates from the Medical Officer of Health.

**SECTION 8 - EXHIBITS AND OTHER SUPPORT DOCUMENTATION**

*The following types of exhibit are normally required by the Committee. Certain exhibits may be dispensed with if the Secretary-Treasurer is satisfied that they are not necessary. You should consult the Secretary-Treasurer in advance of formally submitting an application to determine all information requirements.*

***It is the applicant's responsibility to provide all background information, reports and other materials to satisfy local municipal requirements and to support due regard to Provincial Policy Statements pursuant to Section 3 of the Planning Act.***

**8.1** PLEASE CHECK THOSE EXHIBITS YOU ARE PROVIDING WITH THIS APPLICATION.  
SEE Schedule "A" for descriptions of the types of exhibits listed below.

- EXHIBIT 1 – Plot Plan/Boundary Description (2 copies)
- EXHIBIT 2 – Plot Plan of Existing Conditions (5 copies)
- EXHIBIT 3 – Elevations and Internal Layout Plans (3 copies)
- EXHIBIT 4 – Photoreduction(s) (1 copy each)
- EXHIBIT 5 – Diskette(s)
- EXHIBIT 6 – Written description and justification

**8.2** Name and description of all reports and other support documentation you are submitting with this application. (5 copies each)

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**8.3** Is there any other information that may be useful to the Municipality or agencies in reviewing this proposed Zoning Amendment? If so, explain below or on a separate page.

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**NO APPLICATION SHALL BE DEEMED RECEIVED BY THE SECRETARY-TREASURER UNTIL SUCH TIME AS HE RECEIVES ALL OF THE PRESCRIBED INFORMATION, AND HE ISSUES AN OFFICIAL ACKNOWLEDGEMENT OF ITS RECEIPT.**

**SECTION 9 - SWORN DECLARATIONS:**

**AUTHORIZATION BY OWNER(S)**

*As owner(s) of the property referred to in this application I (we) authorize and direct that \_\_\_\_\_ shall act on my (our) behalf to do and perform all things necessary with this application. And this shall be your good and sufficient authorization for so doing.*

*Dated at \_\_\_\_\_ this \_\_\_\_\_ day  
of \_\_\_\_\_ 20\_\_.*

\_\_\_\_\_

\_\_\_\_\_

**OWNER**

\_\_\_\_\_

**OWNER**

**DECLARATION**

*I, \_\_\_\_\_, of the \_\_\_\_\_ of \_\_\_\_\_, do solemnly declare that all above statements and the statements contained in all of the exhibits transmitted herewith are true, and I make this solemn declaration conscientiously believing it to be true, and knowing it has the same force and effect as if made under oath and by virtue of the "CANADA EVIDENCE ACT".*

DECLARED before me at the \_\_\_\_\_ of

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

\_\_\_\_\_ this \_\_\_\_\_

day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
COMMISSIONER OF OATHS

**APPLICATION RECEIVED BY THE COMMITTEE OF ADJUSTMENT FOR REVIEW:**

DATE \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

**APPLICATION ACCEPTED AS COMPLETE FOR PROCESSING**

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

\_\_\_\_\_  
**SECRETARY-TREASURER  
COMMITTEE OF ADJUSTMENT**

**FOR  
OFFICE  
USE ONLY**

**Types of Exhibits Required in Support of Submissions**  
**(Refers to Section 8 of this Application Form)**

- EXHIBIT 1  
Two (2) copies
- A survey or plot plan or boundary description sufficient to identify the subject property
- EXHIBIT 2  
Five (5) copies
- A plot plan showing the proposed site drawn to a scale of not less than 1 cm = 5 m (1:500) and showing the following information:
- (a) the boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land.
  - (b) the distance between the subject land and the nearest township lot line or landmark such as a bridge or railway crossing.
  - (c) the boundaries and dimensions of the subject land, the part that is to be severed and the part that is to be retained.
  - (d) the location of all land previously severed from the parcel originally acquired by the current owner of the subject land.
  - (e) the approximate location of all natural and artificial features on the subject land and on the 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.
  - (f) the existing uses on adjacent land, such as residential, agricultural and commercial uses.
  - (g) 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.
  - (h) if access to the subject land is by water only, the location of the parking and boat docking facilities to be used.
  - (i) the location and nature of any easement affecting the subject land.
  - (j) for each existing and proposed building or structure: the type of building or structure; the setback from the front lot line, rear lot line and side lot lines; the height in metres of the building or structure; and the dimensions and/or floor areas of the building or structure.
  - (k) any projections from buildings and structures on the subject lands, including eaves or roof overhangs; verandahs, porches, steps and decks; fire escapes or exterior staircases, and balconies; bay windows; sills, belt courses, cornices, chimney breasts, pilasters, lintels and other ornamental structures; ramps; heating/cooling equipment and utility metres; and swimming pools.
  - (l) outline of all areas used and/or to be used for landscaping purposes.
  - (m) location and dimension of off-street parking area and parking structures, the number of parking spaces to be provided and ingress and egress to public streets.
  - (n) any pylon signs, fascia signs, light standards, etc. and their location.
  - (o) garbage collection and other outdoor storage areas.

EXHIBIT 3

- Three (3) copies) (a) Elevation plans of existing and/or proposed buildings showing height, number of storeys and general appearance, drawn to a scale of not less than 1 cm = 1 m (1:100).
- (b) Conceptual internal floor layout plans and, for residential uses, a statement describing the number of apartments, type of apartments, number of bedrooms, average floor area, and use of any ancillary space.
- (c) Plans showing cross sections of all proposed common party or demising walls through which severance lines are proposed to be aligned, specifying building materials used in the construction of such walls from the footings to the underside of the roof deck.

EXHIBIT 4

One (1) copy Photoreductions of each plan submitted under Exhibits 2 and 3, reduced to an 8½" x 11" (21.5 cm x 28 cm) format size, of a quality suitable for reproduction. If the plans were computer generated, in Autocad, copied diskette(s) should be provided as well.

EXHIBIT 5

One (1) copy Diskette(s)

EXHIBIT 6

Written description of the proposal, indicating applicant's reasons and justification for requesting the consent(s).