

**INFORMATION REGARDING
A MINOR VARIANCE APPLICATION**

1. The property line(s) in question with regard to the minor variance(s) requested **must be staked and visible** to the committee members for the site visit. A legal survey may be required.
2. The **structure, addition proposed is to be staked** (all corners) and visible to the committee members for the site visit.
3. All measurements **on the scaled sketch accompanying the application** for minor variance must agree with what is on the ground on your property and must be easily determined by committee members during a visit. *Inconsistencies will result in a requirement to re-apply accompanied with a new application fee.*
4. If you have questions or concerns regarding the variance you are requesting please, ensure they are asked during the **mandatory pre-consultation meeting with the secretary/treasurer** prior to the submission of your application. **This requires a pre-arranged appointment at the municipal office with the Secretary/Treasurer by contacting Maureen Brennan @ 613-752-2222 Ext. 228.**
5. All applications/documents are **to be signed by ALL registered owners of the land prior to** processing the application. If you are acting as an Agent you must provide **copies of authorization from ALL registered owners of the subject land**, to act on the owners behalf. Information regarding the application will be accepted up to the point a decision of the Committee has been made.
The decision by the Committee for the variance requested and depicted on the scaled drawing will be tied to the drawing thus it is emphasized, **drawings need to be accurate.** It is suggested applications be accompanied by photographs to assist the Committee in their evaluation.
Application information is circulated for comment to the Township's Chief Building Official, the Public Works Manager and the Township Planner.

Notice to the Applicant: The applicant is advised He/She should not make individual contact with any member of the Committee in regard to the application.