



Consent No. \_\_\_\_\_  
Minor Variance No. \_\_\_\_\_  
City View No. \_\_\_\_\_

**Combined Application  
For Consent & Minor Variance  
Town Of Lakeshore**

1. Name of approval authority: Town of Lakeshore Committee of Adjustment
  
2. Date application received by municipality \_\_\_\_\_
  
3. Date application deemed complete by municipality \_\_\_\_\_
  
4. Name of registered owner \_\_\_\_\_  
Telephone number \_\_\_\_\_ Fax number \_\_\_\_\_  
Email \_\_\_\_\_  
Address \_\_\_\_\_  
Name of registered owner's authorized agent (if any) \_\_\_\_\_  
Telephone number \_\_\_\_\_ Fax number \_\_\_\_\_  
Email \_\_\_\_\_  
Address \_\_\_\_\_  
Please specify to whom all communications should be sent:  
Registered Owner   
Authorized Agent   
Both
  
5. Location and description of subject land:  
Concession \_\_\_\_\_ Lot(s) No. \_\_\_\_\_  
Registered Plan No. \_\_\_\_\_ Lot(s) No. \_\_\_\_\_  
Reference Plan No. \_\_\_\_\_ Part(s) No. \_\_\_\_\_

Street Address \_\_\_\_\_ Assessment Roll No. \_\_\_\_\_

6. Current Size of Subject Parcel:

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

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

yes  no

If yes, please provide a description of each easement or covenant and its effect

(b) Are there any lease agreements entered into or registered on title for renewable energy projects (wind turbines or solar projects)?

yes  no

If yes, please provide a description of each lease agreement or registration and its effect

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8. (a) Type and purpose of proposed transaction:

Conveyance

**Agricultural Area:**

- farm split
- lot addition
- surplus lot

Severances to dispose of surplus dwellings:

Do you own other farm holdings?  yes  no

If yes, please provide details for each of your properties:

Municipal Address	Lot No. Concession	Number Of Acres	Year Purchased Or Inherited	Habitable Home On Property?	State Of Repair

Of the above locations, which one is your home base of operation? \_\_\_\_\_

farm equipment stored? \_\_\_\_\_, and seasonal help housed? \_\_\_\_\_

Where do you reside? \_\_\_\_\_

(b) **Other Areas:**

- creation of new lot
- addition to lot

Other:

- mortgage or charge
- partial discharge of mortgage
- easement/right-of-way
- correction of title

other (specify) \_\_\_\_\_

(c) Name of person(s) [purchaser, lessee, mortgagee, etc.] to whom land or interest in land is intended to be conveyed, leased or mortgaged

\_\_\_\_\_

(d) Relationship (if any) of person(s) named in (c) to owner (specify nature of relationship)

\_\_\_\_\_

(e) Are the subject lands within 1000 metres (3,280 feet) of an existing livestock facility?

- Yes
- No

If yes, provide details on the type and size of the livestock facility.

\_\_\_\_\_

9. Description and use of land intended to be **severed**:

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

Existing Use

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Proposed Use

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

Existing

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Proposed

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Do any of the existing buildings/ structures house livestock?

Yes

No

If yes, please provide further details on the livestock operation.

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Is there an existing access bridge on this parcel?

yes (locate on sketch)

no

Is there a water service connection on this parcel?

yes (locate on sketch)

no

Is there a sanitary sewer connection on this parcel?

yes (locate on sketch)

no

Is there a storm sewer connection on this parcel?

yes (locate on sketch)

no

Were there or are there any above ground fuel tanks on this parcel?

yes (locate on sketch)                       no

10. Description and use of land intended to be **retained**:

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

Existing Use

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Proposed Use

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

Existing

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Proposed

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Do any of the existing buildings/ structures house livestock?

Yes                                       No

If yes, please provide further details on the livestock operation.

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Is there an existing access bridge on this parcel?

yes (locate on sketch)                       no

Is there a water service connection on this parcel?

yes (locate on sketch)                       no

Is there a sanitary sewer connection on this parcel?

yes (locate on sketch)                       no

Is there a storm sewer connection on this parcel?

yes (locate on sketch)                       no

Were there or are there any above ground fuel tanks on this parcel?

yes (locate on sketch)                       no

11. Number of new lots (not including retained lot) proposed \_\_\_\_\_

12. Access to proposed severed lot:

Municipal Road                       Provincial Highway                       Private  
 County Road                       Water

If access to the subject land is by water only, indicate the parking and docking facilities to be used and the approximate distance between these facilities and the nearest public road

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Access to proposed retained lot:

Municipal Road                       Provincial Highway                       Private  
 County Road                       Water

If access to the subject land is by water only, indicate the parking and docking facilities to be used and the approximate distance between these facilities and the nearest public road

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13. Type of water supply:

municipally owned and operated piped water supply                       proposed lot                       retained lot

well                       proposed lot                       retained lot

Other (specify) \_\_\_\_\_

14. Type of sanitary sewage disposal:

municipally owned and operated sanitary sewers                       proposed lot                       retained lot

septic tank                       proposed lot                       retained lot

Other (specify) \_\_\_\_\_

15. Type of storm drainage:

sewers

ditches

swales

Other (specify) \_\_\_\_\_

16. When will water supply and sewage disposal services be available?

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17. (a) Have there been any previous severances of land from this holding?

yes

no

(b) If the answer to (a) is "yes", please indicate previous severances on the required sketch and supply the following information for each lot severed:

Grantee's name \_\_\_\_\_

Relationship (if any) to the owner \_\_\_\_\_

Use of parcel \_\_\_\_\_

Date parcel created \_\_\_\_\_

18. What is the current Zoning land use designation of the subject property?

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19. What is the current Official Plan land use designation of the subject property?

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20. Has the parcel ever been the subject of an application for approval of a plan of subdivision under Section 51 or a consent under section 53 of the Act, as amended, or its predecessors?

yes

no

If yes, please indicate the file number and the decision:

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21. Is the owner, solicitor or agent applying for additional consents on this holding simultaneously with this application, or considering applying for additional consents in the future?

yes

no

**Minor Variance Details**

22. Size of subject parcel applying for relief:

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

23. Nature and extent of relief from the Zoning By-law requested

\_\_\_\_\_

24. Reasons why minor variance is necessary

\_\_\_\_\_

25. If known, indicate if the subject land has ever been the subject of an application for minor variance Under Section 45 of the Planning Act:

\_\_\_\_\_

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

\_\_\_\_\_  
(Signature of applicant, solicitor or authorized agent)

**Consent of the Owner/Authorized Applicant to the Use and Disclosure of Information and Supporting Documentation**

I, \_\_\_\_\_, am the Authorized Applicant for the owner of the land (if owner is applying directly strike out reference to the "authorized applicant") that is the subject of this planning application and for the purposes of the Municipal Freedom of Information and Protection of Privacy Act I authorize and consent to the use by dissemination or the disclosure to any person or public body of any personal information, and any reports/studies and supporting documentation submitted in support of this application, that are collected under the authority of the Planning Act for the purposes of processing this application. I acknowledge being advised that should I have any questions about this collection of information or its release I may contact the Clerk of the Town of Lakeshore, 419 Notre Dame Street, Belle River, ON N0R 1A0, (519) 728-2700

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner/Authorized Applicant



## **Owner's/Authorized Applicant's Acknowledgements**

Owners/Authorized Applicants are advised that there may be additional approvals (i.e. building permit etc.) and additional fees and charges associated with any development approved in conjunction with this application.

Owners/Authorized Applicants may be required to provide additional information that will assist the Town of Lakeshore in assessing the application.

The Owner/Authorized Applicant agrees to cooperate fully with the Town of Lakeshore and all of its staff in allowing and facilitating the inspection of the subject lands by Town of Lakeshore staff.

The applicant acknowledges and agrees that the Town of Lakeshore reserves the right to request additional deposits/ monies for expenses (i.e. engineering fees etc.) incurred by the Town of Lakeshore in reviewing this application.

### **Declaration**

I, \_\_\_\_\_ of \_\_\_\_\_  
\_\_\_\_\_ in the County/District/Regional Municipality of \_\_\_\_\_  
solemnly declare that all the statements contained in this application are true, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act. I also agree to allow the Town of Lakeshore its employees and agents to enter upon the subject property for the purpose of conducting inspections, surveys and tests that maybe necessary to this application. I fully understand and agree to comply with all of the Owner's/Authorized Applicant's Acknowledgements set out above.

Declared before me at

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

\_\_\_\_\_  
Owner/Authorized Applicant

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

### **Authorization**

If the applicant is not the owner of the land that is subject of this application, written authorization by the owner must be attached or the authorization set out below must be completed by the owner.

I, \_\_\_\_\_ am the owner of the land that is subject of this application for approval and I authorize \_\_\_\_\_ (the "Authorized Applicant") to make this application on my behalf. I acknowledge and agree that I am bound by all acknowledgements, declarations, agreements and statements made on my behalf in this application by my Authorized Applicant including those made in reference to Municipal Freedom of Information and Protection of Privacy Act authorizing the use by dissemination or the disclosure to any person or public body of any personal information, and any reports/studies and supporting documentation submitted in support of this application, that are collected under the authority of the Planning Act for the purposes of processing this application.

Date: \_\_\_\_\_

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

**Notes:**

Each copy of the application must be accompanied by a sketch, drawn to scale, showing:

- a) the boundaries and dimensions of subject land, and 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 landmark such as a bridge or railway crossing; the boundaries and dimensions of the parcel of land that is the subject of the application, the part that is to be severed, the part that is to be retained, and the location of all land previously severed;
- c) the location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings or structures from the front yard lot line, rear yard lot line and the side yard lot lines;
- d) the approximate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application. Examples of features include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks/tile fields;
- e) the current uses on land that is adjacent to the subject land;
- f) 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;
- g) if access to the subject land is by water only, the location of the parking and docking facilities to be used;
- h) the location and nature of any easement affecting the subject land.

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**Required sketch (use separate sheet if necessary)**

**If the property is on a septic system please see next page for more details**

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**Town of Lakeshore  
Community and Development Services  
Planning and Development Services Division**

### **Septic Test Background Information**

A major difference between private on-site septic systems and a municipal wastewater disposal system is that the property owner is responsible for the proper maintenance and operation of the septic system. The effect of operation and maintenance of septic systems, if done improperly, can extend beyond the immediate property and affect public health and the natural environment.

All Conditional Planning Approval requires demonstration that the existing septic system is a functional system. To meet this requirement an Inspection Report (processed by a Certified Septic System Installer) shall be required to confirm the septic system meets Part 8 Ontario Building Code (OBC) regulations.

### **The following septic system testing protocol has to be satisfied with the planning application submission or as a condition of consent/minor variance:**

- a) That a certified and licensed septic installer or a qualified professional engineer, carry out the inspection.
- b) That the inspection consist of a visual on-site examination to identify conditions that provide evidence of an improperly operated or maintained system.
- c) That an Inspection Report be completed and filed with the Municipality containing a record of the information recorded on-site during the inspection. The Inspection Report shall also confirm the septic system meets Part 8 OBC regulations.

### **Inspection Report**

The Inspection Report must be completed and filed with the Municipality containing a record of information recorded on-site during the inspection.

As part of the municipal planning application form, applicants shall provide information showing the location of any septic system on the property. (Note: Septic permit records issued prior to January 01, 2008 **may** be available at the Windsor Essex County Health Unit; Septic permit records issued on and after January 01, 2008 may be available at the Town's Building Department, expenses for these searches will be at the expense of the applicant.)

The septic permit records should be reviewed prior to inspection of a property and identify on the report any discrepancies with the actual on-site data noted.

### **Important Notes:**

1. According to Part 8 OBC regulations, if the certified/licensed septic installer observes evidence of an improperly operating septic system actions must be taken to correct the problem regardless of whether the planning application proceeds or not.

2. Septic installers are licensed by the Province. The attached list is provided to assist you in the selecting a private firm. It is based on information compiled in our office and may not be a complete list of all licensed installers. If you retain a licensed septic installer, they must provide documentation supporting proof of a current valid Provincial license.

### Septic Test Report

Information on area to be inspected:

**Property Owner Name** \_\_\_\_\_

911 Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

Roll Number \_\_\_\_\_

Class of Septic System – Class 4 - Class 5 – Other  
(circle appropriate type)

*Type of Class 4 -- Raised Bed, Inground, Tertiary Treatment, Filter Bed*  
(circle appropriate type)

#### **Septic System Audit Information**

Auditor's Name \_\_\_\_\_

Organization BCIN #  
\_\_\_\_\_

Individual BCIN #  
\_\_\_\_\_

Company Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

**Date Audit Completed:** \_\_\_\_\_

This septic system demonstrates no evidence of an improperly operated or maintain system

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**Auditor's Signature**

**Has applicant provided information showing location of:**

Septic tank on the property?  Yes  No

Weeping bed on the property?  Yes  No

Have septic permit records been reviewed prior to the Inspection?  Yes  No

Have any discrepancies between the actual on-site data and the records been noted?  Yes  No

If 'Yes', explain

**The Inspection Report must document any of the following deficiencies observed during the inspection:**

**Class 4 (Septic System)**

• Existing system pipes exposed?  Yes  No

• Was the tank exposed?  Yes  No

• Tank material and condition

• Does the tank meet current Ontario Building Code Standards?  Yes  No

• Inlet and outlet pipes exposed?  Yes  No

• Pipe material and condition

• Tanks or weeping beds located under structures?  Yes  No

If 'Yes', provide details

- Does the tank and weeping bed meet Ontario Building Code Clearances (see attached detail for clearance)?  Yes  No

If 'No', provide details

### General

- Grass cover over the leaching bed area?  Yes  No
- Effluent breaking out to the ground surface?  
If 'Yes', describe  Yes  No
- Significant algae growth in or around nearby lakes or water bodies?  
If 'Yes', describe  Yes  No
- Evidence of sewage effluent discharge into watercourse?  
If 'Yes', describe  Yes  No
- Evidence of erosion of septic bed side slopes?  Yes  No

### Class 5 (Holding Tank)

- Was the tank exposed?  Yes  No
- Tank Material and Condition
- Does the tank meet current Ontario Building Code Standards?  Yes  No
- Inlet pipe exposed?  Yes  No
- Outlet pipe or opening observed?  Yes  No
- Alarms Functioning properly?  Yes  No

- Current signed agreement with approved sewage hauler in place?  Yes  No

**Comments:**

**Remedial Actions Recommended:**

Septic System Installers

**Certified Installers**

<b>Name</b>	<b>Location of Company</b>	<b>Telephone #</b>
A.A.M. Drainage Courtne, Stan	Harrow, Ontario Leamington, Ontario	(519) 736-6394 326-8020
DiMenna Excavating Environmental Services	Ruthven, Ontario Tecumseh, Ontario	326-7040 979-4644
G.W. Clair Drainage Ltd. Gillier, Tim	Blenheim, Ontario	(519) 676-7226 352-6340
Glen Knight Septic Tank Service	Cottam, Ontario	(519) 839-5448
Grant's Contracting	Amherstburg, Ontario	736-5054
Henry Heyink Construction J.B. Septic	Chatham, Ontario Kent Bridge, Ontario	(519) 354-4593 (519) 436-1198
J.R. Excavating Jeff Shepley Excavating	Kingsville, Ontario Essex, Ontario	326-7947 776-4601
Lauzon, Roger	Wallaceburg, Ontario	(519) 627-6712
Len Taylor & Sons Ltd. Leo Mailloux Construction	Colchester, Ontario Stoney Point, Ontario	738-2540 798-3110
Leamington Sanitation	Leamington, Ontario	(519) 326-5844
Marentette Landscaping Mark G. Contracting	Belle River, Ontario Tilbury, Ontario	728-2169 (519) 682-1657
Orbit Excavating & Sanitation Quinlan Inc.	Kitchener, Ontario Maidstone, Ontario	738-2370 (519)723-4690



Rempel Bulldozing	Leamington, Ontario	326-3424
Rivard Excavating Ltd.	Tilbury, Ontario	(519) 682-1522
Ron's Custom Dozing	Comber, Ontario	(519) 687-2304
Sawatzy Excavating Inc.	Leamington, Ontario	(519) 322-5619
Sensible Septic Design & Maintenance	Tecumeh Ontario Windsor, Ontario	519-567-1839 972-5552
Shea Brothers Drainage		
Shep's Excavating	Essex, Ontario	776-4022
Sunrise Backhoe Service	Belle River, Ontario	727-3007
Thames Sanitation	Thamesville, Ontario	(519) 692-5086
Unique Building Systems	McGregor, Ontario	(519) 726-4432
Warne, Steve	Blenheim, Ontario	(519) 674-3679

### **Tertiary Treatment Unit Installers**

<b>Name</b>	<b>Location</b>	<b>Telephone #</b>
Clearstream Waste Water Systems	Loretto, Ontario	(905) 729-3212
Ecoflow	Ottawa, Ontario	(613) 738-2991
Environmental Services	Tecumseh, Ontario	979-4644
J.R. Excavating	Kingsville, Ontario	326-7947
Krabn Construction	Leamington, Ontario	326-4279
Lauzon, Roger	Wallaceburg, Ontario	(519) 627-6712
Leamington Sanitation	Leamington, Ontario	326-5844
Mark G. Contracting	Tilbury, Ontario	(519) 682-1657
Norweco Waste Water Treatment	Windsor, Ontario	250-0596
Orenco Systems Ltd.	Kitchener, Ontario	(519) 578-0070
Quinlan Inc.	Maidstone, Ontario	(519)723-4690
Rempel Bulldozing	Leamington, Ontario	326-3424
Rivard Excavating Ltd.	Tilbury, Ontario	(519) 682-1522
White Water Sewage Treatment	Guelph, Ontario	(519) 836-3380