



Hamilton

**COMMITTEE OF ADJUSTMENT**

City Hall, 5<sup>th</sup> floor, 71 Main Street West, Hamilton, ON L8P 4Y5

Telephone (905) 546-2424, ext. 4221, 3935

E-mail: [cofa@hamilton.ca](mailto:cofa@hamilton.ca)

**NOTICE OF PUBLIC HEARING**  
**Consent/Land Severance**

**You are receiving this notice because you are either:**

- Assessed owner of a property located within 60 metres of the subject property
- Applicant/agent on file, or
- Person likely to be interested in this application

<b>APPLICATION NO.:</b>	<b>HM/B-23:60</b>	<b>SUBJECT PROPERTY:</b>	162 STONE CHURCH ROAD E , HAMILTON, ONT
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**APPLICANTS:**      Owner: ANGELA SALEMI & RYAN KOTAR  
Agent: MATT JOHNSTON - URBAN SOLUTIONS PLANNING

**PURPOSE & EFFECT:**      To sever the existing residential lot into two parcels, the severed lands will be a vacant residential building lot and the retained lands will contain the existing dwelling which is intended to remain.

	<b>Frontage</b>	<b>Depth</b>	<b>Area</b>
<b>SEVERED LANDS:</b>	22.860 m <sup>±</sup>	34 m <sup>±</sup>	777.060 m <sup>2</sup> <sup>±</sup>
<b>RETAINED LANDS:</b>	22.860 m <sup>±</sup>	56.068 m <sup>±</sup>	1,281.320 m <sup>2</sup> <sup>±</sup>

Associated Planning Act File(s): HM/A-23:236

**This Notice must be posted by the owner of any land which contains seven or more residential units so that it is visible to all residents.**

This application will be heard by the Committee as shown below:

<b>DATE:</b>	<b>Thursday, October 5, 2023</b>
<b>TIME:</b>	<b>9:30 a.m.</b>
<b>PLACE:</b>	<b>Via video link or call in (see attached sheet for details)</b>
	<b>To be streamed (viewing only) at</b> <a href="http://www.hamilton.ca/committeeofadjustment">www.hamilton.ca/committeeofadjustment</a>

For more information on this matter, including access to drawings illustrating this request and other information submitted:

## HM/B-23:60

- Visit [www.hamilton.ca/committeeofadjustment](http://www.hamilton.ca/committeeofadjustment)
- Email Committee of Adjustment staff at [cofa@hamilton.ca](mailto:cofa@hamilton.ca)
- Call 905-546-CITY (2489) or 905-546-2424 extension 4221, 4130, or 3935

## PUBLIC INPUT

**Written:** If you would like to submit written comments to the Committee of Adjustment you may do so via email or hardcopy. Please see attached page for complete instructions, including deadlines for submitting to be seen by the Committee.

**Orally:** If you would like to speak to this item at the hearing you may do so via video link or by calling in. Please see attached page for complete instructions, including deadlines for registering to participate.

## FURTHER NOTIFICATION

If you wish to be notified of future Public Hearings, if applicable, regarding HM/B-23:60, you must submit a written request to [cofa@hamilton.ca](mailto:cofa@hamilton.ca) or by mailing the Committee of Adjustment, City of Hamilton, 71 Main Street West, 5th Floor, Hamilton, Ontario, L8P 4Y5.

If you wish to be provided a Notice of Decision, you must attend the Public Hearing and file a written request with the Secretary-Treasurer by emailing [cofa@hamilton.ca](mailto:cofa@hamilton.ca) or by mailing the Committee of Adjustment, City of Hamilton, 71 Main Street West, 5th Floor, Hamilton, Ontario, L8P 4Y5.

If a person or public body that files an appeal of a decision of The City of Hamilton Committee of Adjustment in respect of the proposed consent does not make written submissions to The City of Hamilton Committee of Adjustment before it gives or refuses to give a provisional consent, the Ontario Land Tribunal may dismiss the appeal.



 Subject Lands

DATED: September 19, 2023

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Jamila Sheffield,  
Secretary-Treasurer  
Committee of Adjustment

Information respecting this application is being collected under the authority of the Planning Act, R.S.O., 1990, c. P. 13. All comments and opinions submitted to the City of Hamilton on this matter, including the name, address, and contact information of persons submitting comments and/or opinions, will become part of the public record and will be made available to the Applicant and the general public.



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## PARTICIPATION PROCEDURES

### Written Submissions

Members of the public who would like to participate in a Committee of Adjustment meeting are able to provide comments in writing or via email in advance of the meeting. Comments can be submitted by emailing [cofa@hamilton.ca](mailto:cofa@hamilton.ca) or by mailing the Committee of Adjustment, City of Hamilton, 71 Main Street West, 5th Floor, Hamilton, Ontario, L8P 4Y5. **Comments must be received by noon two days before the Hearing.**

Comments can also be placed in the drop box which is located at the back of the 1st Floor of City Hall, 71 Main Street West. All comments received by noon two business days before the meeting will be forwarded to the Committee members.

Comments are available two days prior to the Hearing and are available on our website: [www.hamilton.ca/committeefadjustment](http://www.hamilton.ca/committeefadjustment)

### Oral Submissions During the Virtual Meeting

Members of the public are also able to provide oral comments regarding Committee of Adjustment Hearing items by participating through Webex via computer or phone. Participation in this format requires pre-registration in advance. **Interested members of the public must register by noon the day before the hearing.**

To register to participate by Webex either via computer or phone, please contact Committee of Adjustment staff by email [cofa@hamilton.ca](mailto:cofa@hamilton.ca) or by phone at 905-546-2424 ext. 4221. The following information is required to register: Committee of Adjustment file number that you wish to speak to, the hearing date, name and address of the person wishing to speak, if they will be connecting via phone or video, and if applicable the phone number they will be using to call in. A separate registration for each person wishing to speak is required. Upon registering for a meeting, members of the public will be emailed a link for the Webex meeting the Wednesday afternoon before the hearing. The link must not be shared with others as it is unique to the registrant.

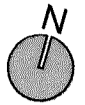
All members of the public who register will be contacted by Committee Staff to confirm details of the registration prior to the Hearing and provide an overview of the public participation process.

We hope this is of assistance and if you need clarification or have any questions, please email [cofa@hamilton.ca](mailto:cofa@hamilton.ca) or by phone at 905-546-2424 ext. 4221.

Please note: Webex (video) participation requires either a compatible computer or smartphone and an application (app/program) must be downloaded by the interested party in order to participate. It is the interested party's responsibility to ensure that their device is compatible and operating correctly prior to the Hearing.

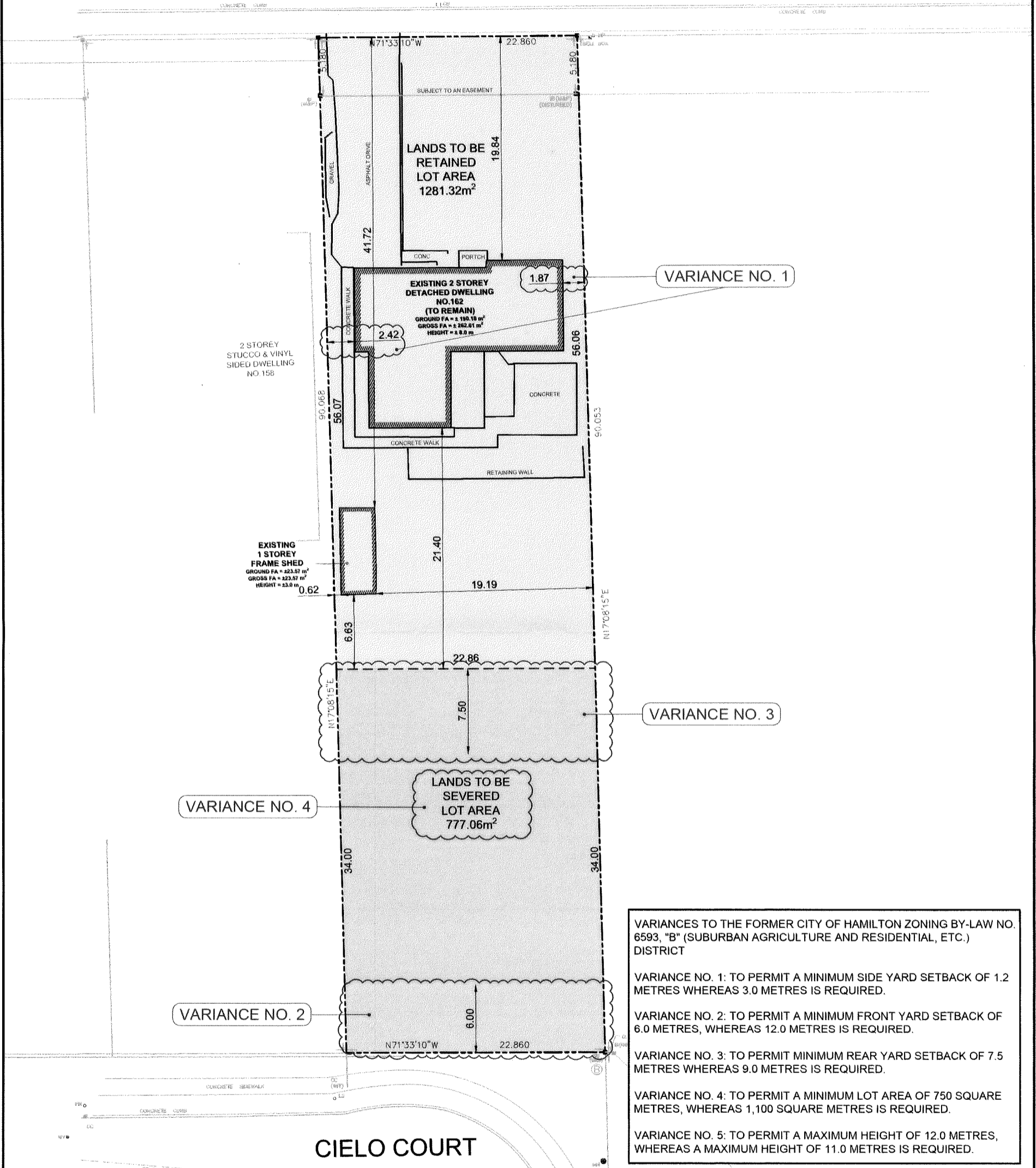
**DEVELOPMENT STATISTIC CHART**

ITEMS	Retained Land	Severed Land
Lot Frontage	22.86m	22.86m
Depth	56.06m	34.00m
Lot Area	1,281.32m <sup>2</sup>	777.06m <sup>2</sup>
Use	Residential	Residential



SCALE 1:350

**STONE CHURCH ROAD EAST**



VARIANCES TO THE FORMER CITY OF HAMILTON ZONING BY-LAW NO. 6593, "B" (SUBURBAN AGRICULTURE AND RESIDENTIAL, ETC.) DISTRICT

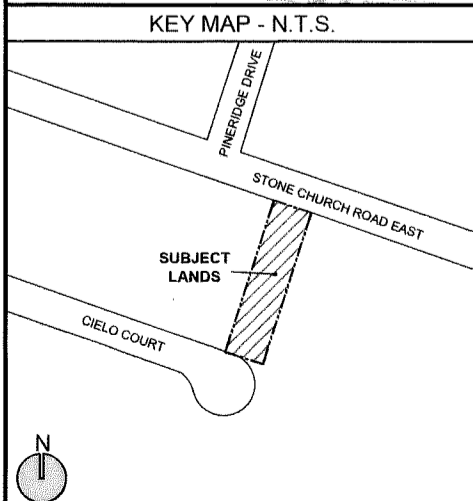
VARIANCE NO. 1: TO PERMIT A MINIMUM SIDE YARD SETBACK OF 1.2 METRES WHEREAS 3.0 METRES IS REQUIRED.

VARIANCE NO. 2: TO PERMIT A MINIMUM FRONT YARD SETBACK OF 6.0 METRES, WHEREAS 12.0 METRES IS REQUIRED.

VARIANCE NO. 3: TO PERMIT MINIMUM REAR YARD SETBACK OF 7.5 METRES WHEREAS 9.0 METRES IS REQUIRED.

VARIANCE NO. 4: TO PERMIT A MINIMUM LOT AREA OF 750 SQUARE METRES, WHEREAS 1,100 SQUARE METRES IS REQUIRED.

VARIANCE NO. 5: TO PERMIT A MAXIMUM HEIGHT OF 12.0 METRES, WHEREAS A MAXIMUM HEIGHT OF 11.0 METRES IS REQUIRED.



**LEGEND:**

- SUBJECT LANDS
- PROPOSED SEVERANCE LINE
- LANDS TO BE SEVERED
- LANDS TO BE RETAINED
- EXISTING BUILDINGS

SCALE 1:350  
METRES

PREPARED BY:

**URBAN SOLUTIONS**  
PLANNING & LAND DEVELOPMENT

3 STUDEBAKER PLACE, UNIT 1  
HAMILTON, ON L8L 0C8  
905-546-1087 - urbansolutions.info

**NOT FOR CONSTRUCTION**  
ISSUED FOR REVIEW & COMMENTS ONLY

NOTES:  
ALL DIMENSIONS SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

<b>TITLE:</b> <b>COMMITTEE OF ADJUSTMENT SKETCH</b>	
<b>PROJECT:</b> 162 STONE CHURCH ROAD EAST CITY OF HAMILTON	
<b>CLIENT:</b> ANGELA SALEMI & RYAN KOTAR	
<b>DESIGN BY:</b> J. STANLEY	<b>CHECKED BY:</b> S. ERICKSON
<b>DRAWN BY:</b> J. STANLEY	<b>DATE:</b> AUGUST 31, 2023
<b>U/S FILE NUMBER:</b> 489-23	<b>SHEET NUMBER:</b> 1



August 31, 2023

489-23

**Via Email & Delivered**

**Ms. Jamila Sheffield**  
Secretary Treasurer

Committee of Adjustment  
City of Hamilton  
71 Main Street West, 5<sup>th</sup> Floor  
Hamilton, ON, L8P 4Y5

Dear Ms. Sheffield,

**Re: 162 Stone Church Road East, Hamilton  
Consent to Sever & Minor Variance Application**

UrbanSolutions Planning & Land Development Consultants Inc. (UrbanSolutions) is the authorized planning consultant acting on behalf of Ms. Angela Salemi and Mr. Ryan Kotar, for the lands municipally known as 162 Stone Church Road East in the City of Hamilton. Please accept the enclosed Consent to Sever and Minor Variance applications to facilitate the severance of the subject lands on their behalf.

The subject lands are comprised of a rectangularly-shaped, +/- 2,058.38 m<sup>2</sup> through lot with +/- 22.86 m of primary frontage on Stone Church Road East and +/- 22.86 m of rear frontage onto Cielo Court. Abutting the lands to the east is a vacant grassed lot, with low density residential uses surrounding the property on every other side. The subject lands are designated 'Neighbourhoods' in the Urban Hamilton Official Plan Schedule E-1 – Urban Land Use, and zoned "B" (*Suburban Agriculture and Residential, Etc.*) District in the Former City of Hamilton Zoning By-law No. 6593.

**Purpose of the Application**

The purpose of the application is to sever the rear portion of the lands that contains frontage onto Cielo Court. The proposed severance is in keeping with existing lots to the west of the lands, with lot depths measured from Cielo Court being around 33.0 to 34.0 metres (HM/B-15:19; HM/B-15:20; HM/B-15:21; HM/B-15:22; HM/B-22:56; & HM/B-21:78). As such, the lands to be severed will have 34 metres of depth, +/-22.86 m of frontage onto Cielo Court and a lot area of +/- 777.06 m<sup>2</sup>, whereas the lands to be retained will keep the existing +/- 22.86 m of frontage onto Stone Church Road East and have an area of approximately +/- 1,281.32 m<sup>2</sup>.

A Minor Variance application is required to bring the proposal into conformity with the applicable "B" District regulations. Specifically, a reduction in the minimum side yard is required to have regard for existing conditions of the detached dwelling on site. Additional variances pertaining to minimum rear yard, front yard, maximum height, and minimum lot area will be required to bring the severed portion of lands into conformity with the Zoning By-law. These variances will reflect the dimensions of the existing lots to the west which were obtained through previous Committee of Adjustment approvals.

The requested variances are as follows:

**Variance No. 1** – To permit a minimum side yard setback of 1.2 metres, whereas 3.0 metres is required;

**Variance No. 2** – To permit a minimum front yard setback of 6.0 metres, whereas 12.0 metres is required;

**Variance No. 3** – To permit a minimum rear yard setback of 7.5 metres, whereas 9.0 metres is required; and,

**Variance No. 4** – To permit a minimum lot area of 750.0 square metres, whereas 1,100.0 square metres is required.

**Variance No. 5** – To permit a maximum height of 12.0 metres, whereas a maximum height of 11.0 metres is required.

As per Section 45(1) of the *Planning Act*, R.S.O., 1990, as amended, applications to the Committee to vary from the Zoning By-law must meet 4 tests as outlined below:

- The variance is minor in nature;
- The proposal meets the general intent and purpose of the Official Plan;
- The proposal meets the general intent and purpose of the Zoning By-Law; and,
- The proposal is desirable for the appropriate development or use of the land.

The proposed variances are required in part to legally recognize existing conditions on-site pertaining to the existing detached dwelling. Variances 2 to 4 are requested to bring the lot into conformity with existing lots to the west and contribute to the evolving parcel fabric along Cielo Court. Variance No. 5 ensures the maximum height on site reflects the site's topography, having regard for the limitations of "maximum height" as defined by the Zoning By-law relating to measurements from average grade to architectural top. As such, the variances are minor in nature.

The *Neighbourhoods* Designation encourages compatible intensification, of which the proposed development directly represents. The Neighbourhoods designation on the lands supports residential intensification and permits lot creation. Further, the proposal implements the Official Plan's policies surrounding intensification by appropriately increasing the City's developable land base in a location that has seen recent growth and Planning Act applications. As such, the proposal meets the intent and purpose of the Urban Hamilton Official Plan.

The "B" District permits a range of residential uses. The variances for the lands to be severed will provide an adequate building envelope for a future single detached dwelling on the severed lands. The requested increase in maximum height will ensure that the actual height of a future dwelling on the severed lands will not be affected by the site's topography and be closer to the currently permitted 11.0 metre height restriction. With the approval of the requested variances, the severed lands can maintain the intent of the "B" District regulations permitted uses and ensure the lands can be developed for a single detached dwelling in the future. As such, the proposal meets the intent and purpose of the Zoning By-law.

As aforementioned, the variances are required for the Zoning By-law to have regard for existing conditions on the lands to be retained and to facilitate the development of a future single detached dwelling on the lands to be severed. Additionally, the requested variances are intended to maintain the existing and planned character of Cielo Court by introducing a parcel fabric consistent with existing lots to the west of the lands. Therefore, the proposal is desirable for the appropriate use of the land.

Based on the above analysis, UrbanSolutions believes that the application represents good land use planning and satisfies Section 53(1) of the *Planning Act*, R.S.O, 1990, as amended, as a plan of subdivision is not necessary for the proper and orderly development of the subject lands. The proposal is consistent with the Ontario Provincial Planning Statement (PPS) and conforms to the Growth Plan as it facilitates intensification within delineated urban areas. The proposed severances conform to and implement the 'Neighbourhoods' policies of the Urban Hamilton Official Plan. Additionally, the continued residential use of the lands implements the intent of the Former City of Hamilton Zoning By-law No. 6593. Based on the above analysis, the proposed severances and variances from the Zoning By-law represent good land use planning.

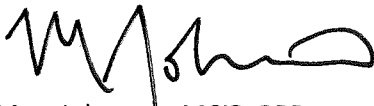
To assist in the evaluation of the application, please refer to the enclosed Committee of Adjustment Sketch.

In support of this application, please find enclosed the following:


- One (1) copy of the completed Minor Variance Application form;
- One (1) copy of the completed Consent to Sever Application form;
- One (1) copy of the Committee of Adjustment Sketch, prepared by UrbanSolutions;
- One (1) cheque in the amount of **\$3,735.00** made payable to the City of Hamilton for the Minor Variance Application fee; and,
- One (1) cheque in the amount of **\$3,220.00** made payable to the City of Hamilton for the Consent to Sever Application fee.

We trust the enclosed is in order; however, please feel free to contact the undersigned with any questions.

Regards,  
**UrbanSolutions**



Matt Johnston, MCIP, RPP  
*Principal*



Stefano Rosatone, BES  
*Planner*

cc: Ms. Angela Salemi & Mr. Ryan Kotar  
Councillor John-Paul Danko, Ward 8





Hamilton

Committee of Adjustment  
City Hall, 5<sup>th</sup> Floor,  
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Hamilton, ON L8P4Y5

Phone: (905) 546-2424 ext. 4221  
Email: [cofa@hamilton.ca](mailto:cofa@hamilton.ca)

**APPLICATION FOR CONSENT TO SEVER LAND  
and VALIDATION OF TITLE  
UNDER SECTION 53 & 57 OF THE PLANNING ACT**

Please see additional information regarding how to submit an application, requirements for the required sketch and general information in the Submission Requirements and Information.

**1. APPLICANT INFORMATION**

	NAME	MAILING ADDRESS	
Purchaser*	n/a		Phone: E-mail:
Registered Owners(s)	Angela Salemi & Ryan Kotar		
Applicant(s)**	Same as Owner		
Agent or Solicitor	UrbanSolutions Planning & Land Development Consultants Inc. c/o Matt Johnston (UrbanSolutions)		

\*Purchaser must provide a copy of the portion of the agreement of purchase and sale that authorizes the purchaser to make the application in respect of the land that is the subject of the application.

\*\* Owner's authorisation required if the applicant is not the owner or purchaser.

1.2 All correspondence should be sent to  Purchaser  Owner  
 Applicant  Agent/Solicitor

1.3 Sign should be sent to  Purchaser  Owner  
 Applicant  Agent/Solicitor

1.4 Request for digital copy of sign  Yes\*  No  
If YES, provide email address where sign is to be sent n/a

1.5 All correspondence may be sent by email  Yes\*  No  
If Yes, a valid email must be included for the registered owner(s) AND the Applicant/Agent (if applicable). Only one email address submitted will result in the voiding of this service. This request does not guarantee all correspondence will sent by email.

## 2. LOCATION OF SUBJECT LAND

2.1 Complete the applicable sections:

Municipal Address	162 Stone Church Road East		
Assessment Roll Number			
Former Municipality	Hamilton		
Lot	Part of Lot 13	Concession	8
Registered Plan Number		Lot(s)	
Reference Plan Number (s)		Part(s)	

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

Yes  No

If YES, describe the easement or covenant and its effect:

Part 3, Plan 62R-11485 - Subject to easement as in VM67744

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## 3 PURPOSE OF THE APPLICATION

3.1 Type and purpose of proposed transaction: (check appropriate box)

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> creation of a new lot(s)  | <input type="checkbox"/> concurrent new lot(s) |
| <input type="checkbox"/> addition to a lot  | <input type="checkbox"/> a lease               |
| <input type="checkbox"/> an easement  | <input type="checkbox"/> a correction of title |
| <input type="checkbox"/> validation of title (must also complete section 8)   | <input type="checkbox"/> a charge              |
| <input type="checkbox"/> cancellation (must also complete section 9)  |  |
| <input type="checkbox"/> creation of a new non-farm parcel (must also complete section 10)<br>( i.e. a lot containing a surplus farm dwelling<br>resulting from a farm consolidation) |  |

3.2 Name of person(s), if known, to whom land or interest in land is to be transferred, leased or charged:

n/a

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3.3 If a lot addition, identify the lands to which the parcel will be added:

n/a

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3.4 Certificate Request for Retained Lands:  Yes\*

\* If yes, a statement from an Ontario solicitor in good standing that there is no land abutting the subject land that is owned by the owner of the subject land other than land that could be conveyed without contravening section 50 of the Act. (O. Reg. 786/21)

## 4 DESCRIPTION OF SUBJECT LAND AND SERVICING INFORMATION

4.1 Description of subject land: Please also refer to enclosed Committee of Adjustment Sketch

All dimensions to be provided in metric (m, m<sup>2</sup> or ha), attach additional sheets as necessary.

	Retained (remainder)	Parcel 1	Parcel 2	Parcel 3*	Parcel 4*
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Identified on Sketch as:	Lands to be Retained	Lands to be Severed			
Type of Transfer	N/A	Lot Creation			
Frontage	22.860 m	22.860 m			
Depth	56.068	34.000 m			
Area	1,281.320 sq.m.	777.060 sq.m.			
Existing Use	Residential	Residential			
Proposed Use	Residential	Residential			
Existing Buildings/ Structures	Detached Dwelling + Frame Shed	Vacant			
Proposed Buildings/ Structures	Detached Dwelling + Frame Shed	n/a			
Buildings/ Structures to be Removed	n/a	n/a			

\* Additional fees apply.

#### 4.2 Subject Land Servicing

a) Type of access: (check appropriate box)

- provincial highway  
 municipal road, seasonally maintained  
 municipal road, maintained all year

- right of way  
 other public road

b) Type of water supply proposed: (check appropriate box)

- publicly owned and operated piped water system  
 privately owned and operated individual well

- lake or other water body  
 other means (specify) \_\_\_\_\_

c) Type of sewage disposal proposed: (check appropriate box)

- publicly owned and operated sanitary sewage system  
 privately owned and operated individual septic system  
 other means (specify) \_\_\_\_\_

#### 4.3 Other Services: (check if the service is available)

- electricity     
  telephone     
  school bussing     
  garbage collection

### 5 CURRENT LAND USE

#### 5.1 What is the existing official plan designation of the subject land?

Rural Hamilton Official Plan designation (if applicable): \_\_\_\_\_

Rural Settlement Area: \_\_\_\_\_

Urban Hamilton Official Plan designation (if applicable) Neighbourhoods

Please provide an explanation of how the application conforms with a City of Hamilton Official Plan.

Please refer to enclosed Cover Letter.

- 5.2 Is the subject land currently the subject of a proposed official plan amendment that has been submitted for approval?  
 Yes       No       Unknown

If YES, and known, provide the appropriate file number and status of the application.

n/a +

- 5.3 What is the existing zoning of the subject land? Suburban Agriculture and Residential, Etc. "B" District  
in the Former City of Hamilton Zoning By-law No. 6593  
 If the subject land is covered by a Minister's zoning order, what is the Ontario Regulation Number?

n/a

- 5.4 Is the subject land the subject of any other application for a Minister's zoning order, zoning by-law amendment, minor variance, consent or approval of a plan of subdivision?  
 Yes       No       Unknown

If YES, and known, provide the appropriate file number and status of the application.

n/a

- 5.5 Are any of the following uses or features on the subject land or within 500 metres of the subject land, unless otherwise specified. Please check the appropriate boxes, if any apply.

Use or Feature	On the Subject Land	Within 500 Metres of Subject Land, unless otherwise specified (indicate approximate distance)
<b>An agricultural operation, including livestock facility or stockyard</b> * Submit Minimum Distance Separation Formulae (MDS) if applicable	<input type="checkbox"/>	
<b>A land fill</b>	<input type="checkbox"/>	
<b>A sewage treatment plant or waste stabilization plant</b>	<input type="checkbox"/>	
<b>A provincially significant wetland</b>	<input type="checkbox"/>	
<b>A provincially significant wetland within 120 metres</b>	<input type="checkbox"/>	
<b>A flood plain</b>	<input type="checkbox"/>	
<b>An industrial or commercial use, and specify the use(s)</b>	<input type="checkbox"/>	Retail & Fitness <span style="float: right;">~450 m</span>
<b>An active railway line</b>	<input type="checkbox"/>	
<b>A municipal or federal airport</b>	<input type="checkbox"/>	

## 6 HISTORY OF THE SUBJECT LAND

- 6.1 Has the subject land ever been the subject of an application for approval of a plan of subdivision or a consent under sections 51 or 53 of the *Planning Act*?  
 Yes       No       Unknown

If YES, and known, provide the appropriate application file number and the decision made on the application.

n/a

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- 6.2 If this application is a re-submission of a previous consent application, describe how it has been changed from the original application.

n/a

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- 6.3 Has any land been severed or subdivided from the parcel originally acquired by the owner of the subject land?  
 Yes       No

If YES, and if known, provide for each parcel severed, the date of transfer, the name of the transferee and the land use.

n/a

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- 6.4 How long has the applicant owned the subject land?

since June 6, 2023

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- 6.5 Does the applicant own any other land in the City?       Yes       No  
If YES, describe the lands below or attach a separate page.

n/a

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## 7 PROVINCIAL POLICY

- 7.1 Is this application consistent with the Policy Statements issued under Section 3 of the *Planning Act*?  
 Yes       No      (Provide explanation)

Please refer to enclosed Cover Letter.

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- 7.2 Is this application consistent with the Provincial Policy Statement (PPS)?  
 Yes       No      (Provide explanation)

Please refer to enclosed Cover Letter.

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- 7.3 Does this application conform to the Growth Plan for the Greater Golden Horseshoe?  
 Yes       No      (Provide explanation)

Please refer to enclosed Cover Letter.

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- 7.4 Are the subject lands subject to the Niagara Escarpment Plan?  
 Yes       No      (Provide explanation)

n/a

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## 11 COMPLETE APPLICATION REQUIREMENTS

### 11.1 All Applications

- Application Fee
- Site Sketch
- Complete Application Form
- Signatures Sheet

### 11.2 Validation of Title

- All information documents in Section 11.1
- Detailed history of why a Validation of Title is required
- All supporting materials indicating the contravention of the Planning Act, including PIN documents and other items deemed necessary.

### 11.3 Cancellation

- All information documents in Section 11.1
- Detailed history of when the previous consent took place.
- All supporting materials indicating the cancellation subject lands and any neighbouring lands owned in the same name, including PIN documents and other items deemed necessary.

### 11.4 Other Information Deemed Necessary

- Cover Letter/Planning Justification Report
- Minimum Distance Separation Formulae (data sheet available upon request)
- Hydrogeological Assessment
- Septic Assessment
- Archeological Assessment
- Noise Study
- Parking Study

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